ELSEVIER

Elsevier Research Intelligence

Pure

For personal users

Empowering Knowledge

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Index i

1 New in Pure

Description of new features, improvements and general updates for Pure.

New features

New CV functionality

CVs are now divided into four different types, each with a specialised purpose. Old CVs has been converted to fit into the new categories.

More information here: Section 15.1 Curricula Vitae (CV)

2 HTML version

An online version of the manual can be found in Help and support area of Pure.

The online version is searchable and links to tutorial screencasts are active.

Note
Only available when logged into Pure.

3 Browser support

Pure is tested for compatibility with the browsers (and their successors) listed in the table below.

Browser	Comment
Internet Explorer 8	From Pure 4.15 Internet Explorer 7 will **not** be supported anymore. Please be aware, that if you run IE8, 9 or 10 in Compatibility-mode, (which equals IE7) Pure will warn you about that - and further, layouts etc. *may* be affected by this. To turn the warning off and make sure Pure runs as expected, please run IE without Compatibility-mode.
Google Chrome	
Mozilla Firefox 5	
Safari 4	

Table 1 Officially supported browsers

Note
As a general note it is highly recommend to keep all browsers up to date.

4 Introduction and concept definitions

This manual introduces Pure for the Personal user - a term used for an academic or researcher. In other words, a user of Pure with access and rights to submit own content.

The structure of the manual is as follows:

- A general introduction
- Layout description so you know where to find what
- Some recommended steps for what to do at first login combined with a description of basic functionality
- Information on your academic profile settings
- Information on your Pure user account settings
- Description of content and content list-functionality
- Detailed description of the template - the common carrier of data
- Additional functionality

In between examples and tutorials are found.

4.1 Being a Personal user in Pure

This manual describes features and functionality of Pure for the Personal user.

Pure is your authoritative single source to all your quality-assured research related affairs. You will get full access and edit rights to your researcher profile, your research related content as Research output, activities, datasets, project participations, funding applications, and more.

Researcher profile

All researchers in Pure has the option of adding information about your professional career, for example your research interests, teaching, curriculum and much more. This information can be available for use, for example at the institutions' website or in your personalised CVs, which you can create directly from Pure.

Research related content

Pure allows you to add information on all of your research related outputs, e.g. journal articles, books, dissertations, conference outputs, projects etc. This can be done simply by importing the content from a range of online sources or from a file/text format, for example from reference managing software. You can also add this information by hand. Or someone can be allowed to do it on your behalf, if you do not have the proper time for it.

Furthermore you can register all research related activities, as for example conference participation, media communication, editor activities, esteem, and more.

All content which have some relations can be related directly to each other and afterwards be visually and interactively displayed using the graph of relations.

Quality assurance

Content can be quality-assured using Pure's build-in workflow feature, which allows users with dedicated qualifications and roles to approve or validate the content. This ensures the highest possible degree of accurateness.

It may be your responsibility to forward content using the workflow.

4.2 Person-, User- and Personal user

Pure has three conceptual ways of being associated with the system: As a Person (Researcher profile only), a User (For staff with administrative tasks) and the Personal user (For researchers with a profile and tasks of adding own content).

A researcher in Pure is formally known as a "Personal user". A term comprised by the concepts of a "Person" and a "User". Each concept has an existence of its own in Pure, but put together a number of possibilities and advanced features for the active researcher emerges.

	Person	User	+ = Personal user
Login to Pure	No	Yes	Yes
Profile	Yes	No	Yes
Roles	No	Yes	Yes
Interact with content	No (Passive), but can be added to content.	Yes (Active), limited to assigned roles.	Yes (Active), but only own content.
Used for	(Former/passive) Researchers / students	Administrative staff	Researchers

Table 2 Overview of Person, User and Personal user

A more in-depth description of the concepts are found in the table below.

Concept	Description	Comment
Person	A Person has a researcher profile with detailed information about the employee and, if available, research and research activities, related to the Person. A Person is related to one or more organisations. The profile is usually view- and searchable from a web portal.	All Persons are potentially available for being added to content in Pure, as e.g. co-author. This can not be done by the Person itself, but must be done by a (Personal) User with rights to create content.
User	A User is provided with a username and password, and is thereby able to log in to Pure. When a User is created, one or more roles can be assigned to this User, which allows the User to perform specific working tasks, e.g. to create, edit, delete or approve / validate content.	Users alone do not have a profile, and are not available for being added to content. Users with roles are mainly used for administrative staff.
Personal user	Combining the Person and User will result in a Personal User. Thereby a researcher can log in to Pure and access their personal profile and academic content. In other words, the Personal user would usually be all academic staff (researchers), that needs to register personal research related content; publications, activities, projects etc.	Personal users can be given roles to allow them to perform certain tasks in Pure. The personal user is the most often occurring user of Pure.

Table 3 Concepts of Person, User and Personal user

5 Layout and overview

This section describes the layout of Pure as well as introduces the personal overview screen.

5.1 Personal overview

Your home in Pure. Gives access to your content, contact information, personal profile information, CV and setup of automated search for publications in online sources.

Personal user workspace and layout

In (1), your user profile can be edited. This relates to settings regarding your user account and contains language information, notification frequency and trusted users. In the center of the screen a handsome photo of yourself can be found, with contact- and organisational information. Parts of this information can be edited by clicking (2). This is also from there (2) that the automated search in online sources can be setup.

If a portal exists in connection with Pure, a direct link can be found to the portal profile.

Below this area, a number of tabs holds various information.

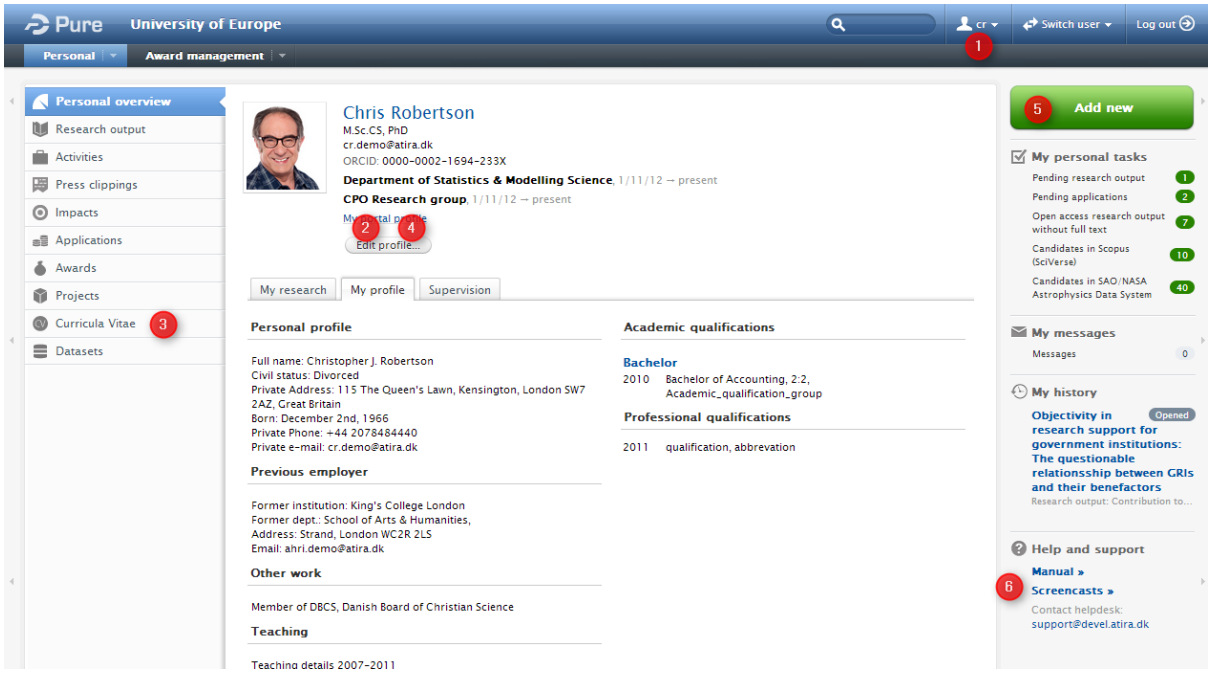


Figure 1 Markings of where personal settings can be configured.

Personal overview	
1 - Edit user profile	Change language, e-mail frequency and trusted users
2 - Edit personal profile	Personal information, employment information and researcher profile
3 - Create or edit CV	Create or edit existing CVs
4 - Setup automated search	Feature that lets you monitor selected online sources
5 - Add content	For addition of content, either manually or by import

Personal overview	
6 - Help and support	Access to manual and screencasts as well as local support mail

Table 4 Personal settings

5.2 Content view and functionalities

Description of layout and functionalities mainly related to your content.

Personal content

Personal user's content can be listed by using the left menu (1). This listing can be exported in various formats (8). For each item in the listing, a number of different information is available (2). By using different tools (3,6) content can be found. By using the task and message area (4,5), it is possible to see pending/upcoming working tasks. Each number can be explored further by pressing the headings in the table below.

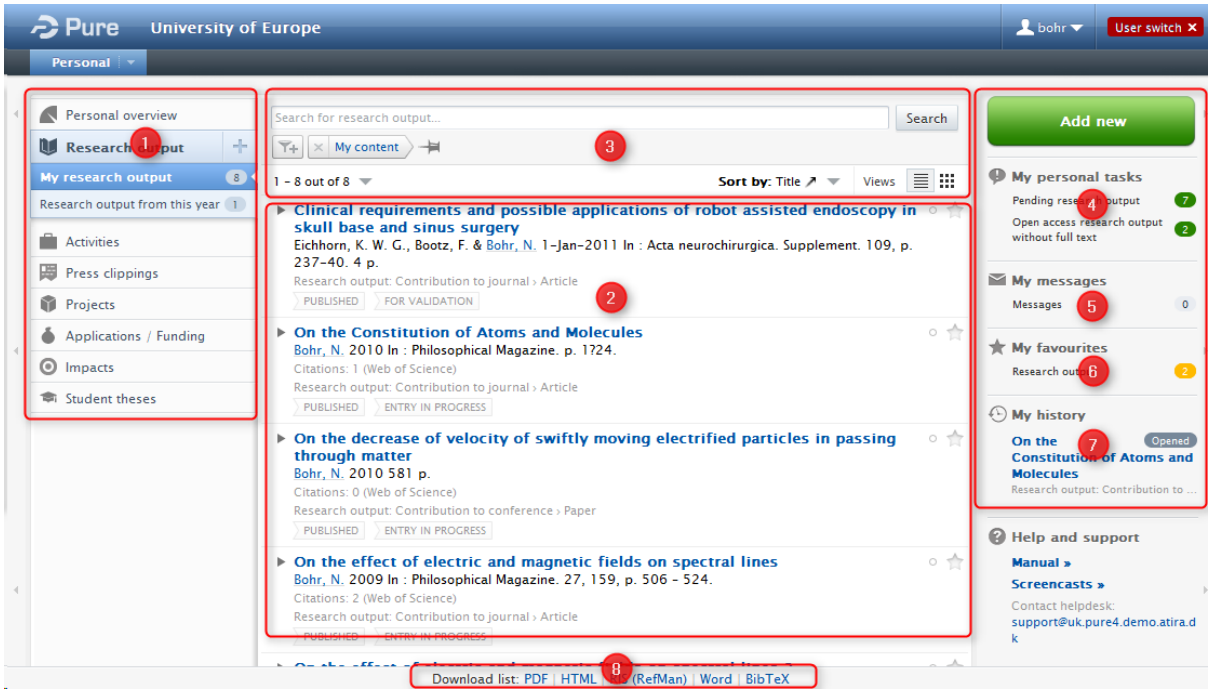


Figure 2 Markings of where content can be seen and found.

Content layout	Description
1 - Left navigation area	Access to different types of content available
2 - Content list view	Listing of the selected content in 1)
3 - Content list view functionality	Functionality for use of navigation through content
4 - My personal tasks	Tasks that awaits to be completed
5 - My Messages	Incoming messages
6 - My favourites	Content marked as favourite is reachable from here

Content layout	Description
7 - My history	Your latest viewed content
8 - Export (Download) in a specific format (PDF, HTML, Word etc.)	Allows you to export the current listing of content in various formats

Table 5 Overview of layout

6 Content lists

Each workspace menu gives access to a listing of the selected type of content. Content listed can be searched, sorted, filtered or exported in different formats - And for each item in the listing, a number of additional actions and iconography is available.

Lists main features	Description	Comment
Search	Use boolean operators, search codes, wild cards, truncations etc. for searching	Can be combined for more powerful searches. See Section 6.2 Searching
Sort	Re-arrange the list order according to different criteria.	Sorting options depends on content characteristics. See Section 6.3 Sorting
Filter	Narrow down content to specific characteristics	Filter settings can be combined and saved for later use. See Section 6.1 Filtering
Views	List view, matrix view	For alternative overviews
Download (Export)	Exports current listed content in a selected format and style	See Section 6.5 Content-export options

Table 6 Main information on content lists in Pure.

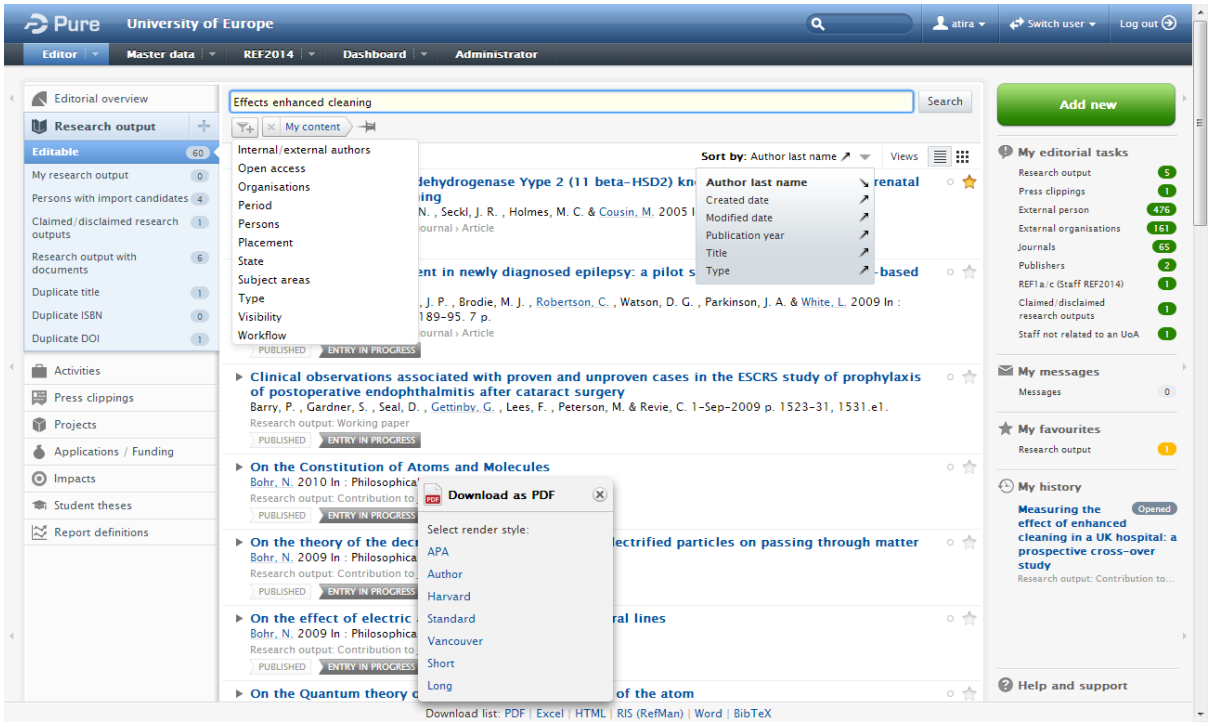


Figure 3 Selected content list functionality: Search field, filter- , sort- and export options are shown.

Each item in the list has a number of options listed below:

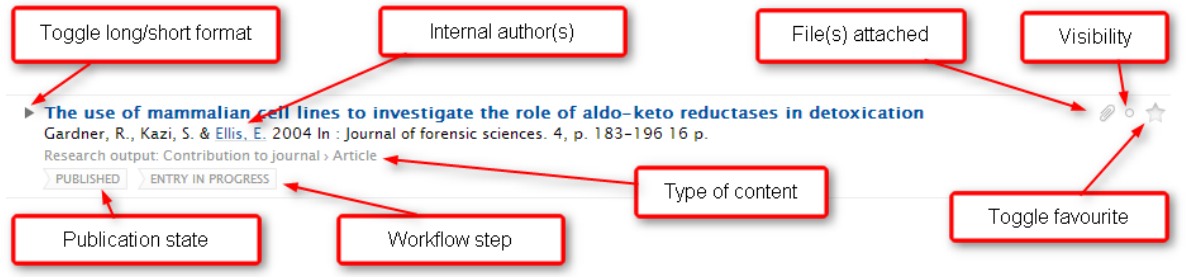

Toggle long/short format
Internal author(s)
File(s) attached
Visibility
The use of mammalian cell lines to investigate the role of aldo-keto reductases in detoxication
Gardner, R., Kazi, S. & Ellis, E. 2004 In : Journal of forensic sciences. 4, p. 183-196 16 p.
Research output: Contribution to journal › Article
PUBLISHED
ENTRY IN PROGRESS
Type of content
Toggle favourite
Publication state
Workflow step

Figure 4 Explanation of content list items. This example is for Research output.

Each item in the list has a number of options:

List icons main features	Description	Comment
Visibility	See what visibility state the content has	Usually used on Portals, to determine what should be available.
Favourite	Allows you to select or de-select it as favourite	Sorting options depends on content characteristics. See Section 6.4 My favourites
Paper clip	The content has file(s) attached	See number of files by hovering the mouse above icon
Labels (Comes with many types of text)	Labels can be: • Publication state (Research output) only • Workflow status (If workflow on type) • Origin ("Written here" or "Not written here")	Click to highlight all with same label for quick overview.
Gear	Shortcuts to different actions, depending on content and role	Only visible when hovering mouse above each item
Graph of relations	Visual display of relations to the specific piece of content	See Section 16.1 Graph of relations

Table 7 Main information on content lists icons in Pure

6.1 Filtering

When content is listed a number of filters can be set to narrow down the content listing to certain characteristics, for example of a specific type of output or within a defined time period. Filter configurations can be saved and reused as needed.

As default, content in list view is filtered by the "My content" filter. For personal users, this means that listed content is filtered to content that the researcher is associated with, typically as an author.

The result of any search- and/or filtering operation can immediately be exported as a list in one of several formats: PDF, Word (.docx), HTML, RIS (Reference Manager), and BibTeX.

Once a filter is activated, the content list will be updated instantly.

The filter bar below the search field has a bread crumb layout that indicates which filters have been added. Filters can be added as needed, and easily removed individually from the filter bar. See below.

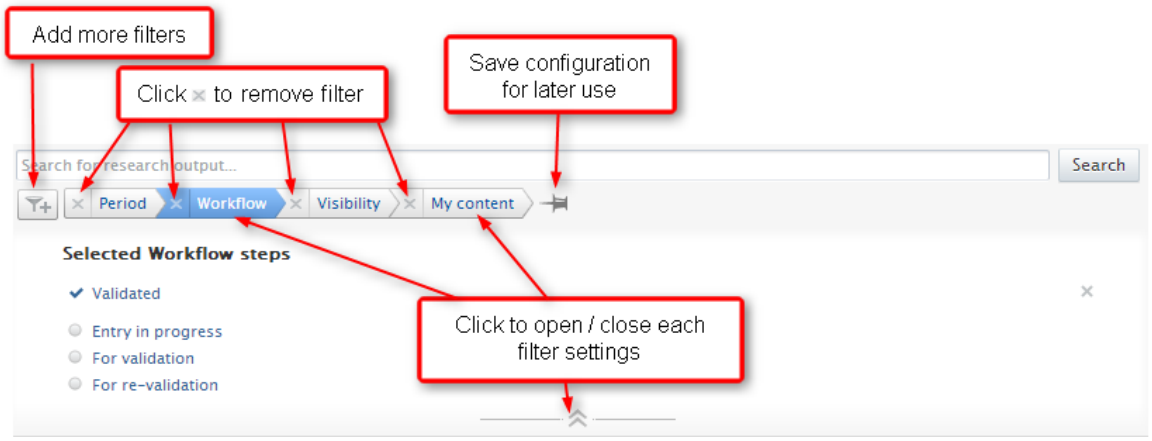
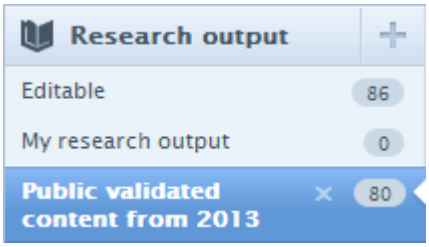


Figure 5 Functionality of the filters. Add filters, edit their behaviour and save the configuration, if it is worth using again.

Save filter configuration

Once a useful filter configuration is setup, it can be saved using the pin-icon next to added filters. Save by giving the filter configuration a fitting name. In this case it is named "Public validated content from 20132 and is stored in the left menu. See below.



It can then be activated by clicking on name of it. The number is dynamically updated so every time some content fits into the filter configuration, the number will increase.

If the filter configuration is not needed anymore, delete it from the menu by clicking on the x next to the number.

Tip

A screencast showing how to use filters and save a filter configuration is available from the online manual.

6.2 Searching

All types of users can search among all types of content.

Contextual searching

It is possible to search in any type of content, e.g. in projects, by going to the Projects in the left menu.

Global search

A general search, by using the global search field in top right corner of screen, can also be done. Search result from this global search can be filtered to a specific type of content, e.g. search results only in publications or

projects or persons etc. The search result can then be transferred to the list view for more detailed inspection or filtering.

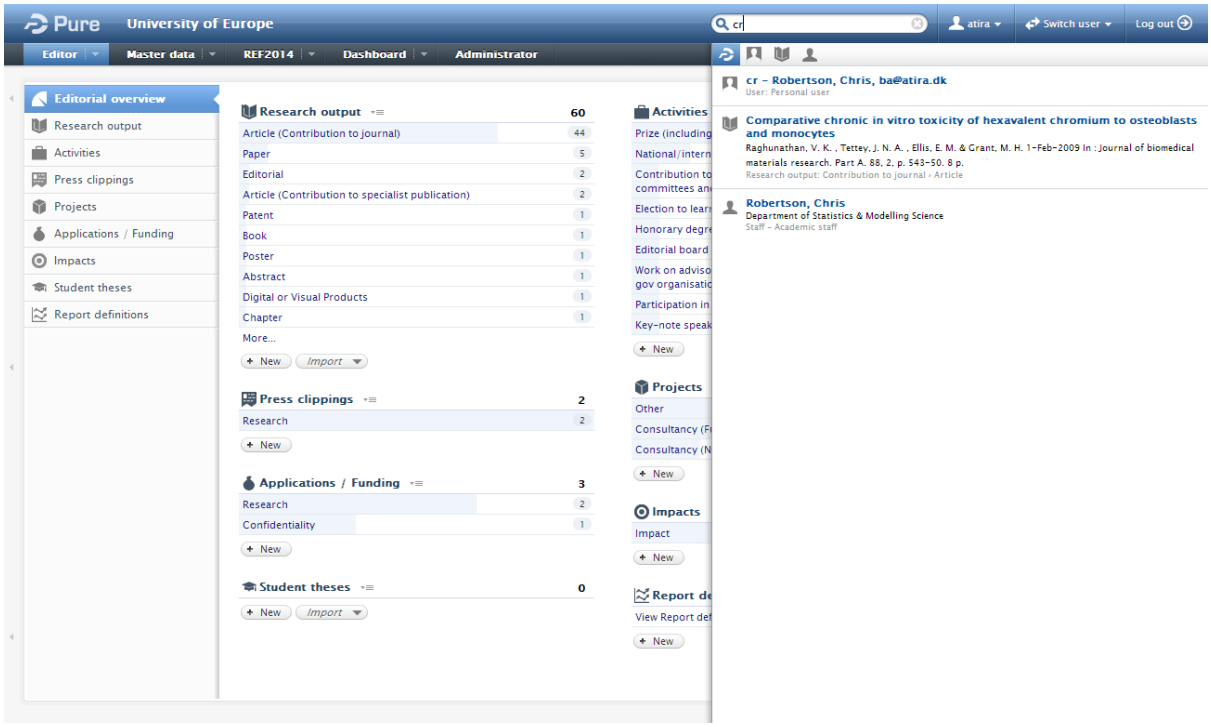


Figure 6 A global search. Each element in the search result can be opened.

By default when searching in Pure, search results are sorted by rating with the most important result on top.

A filter limits users to own content by default, but this filter can be switched off by the researcher if he or she wish to search among all Output, Activities, and Projects in Pure; for the purpose of finding co-applicants, for example. Searches can be performed in content, limited by filters.

Search strategies

Search for...	Example	Notes
Single term	Univers	Terms are automatically truncated. Find both "Universe" and "University" as search terms automatically are followed by a * (See Asterisk below).
Phrase	"A phrase, for example a title"	Adding quotation marks " " around search terms will search for exact phrase.

Table 9 Singe term / phrase search

Search, limit to...	Example	Notes
doi	doi: 000.4.4353.453/iss.	
title	title:universe	Finds content with 'universe', only in the title

Search, limit to...	Example	Notes
abstract	abstract:universe	Finds content with 'universe', only in the abstract
keyword	keyword:universe	Finds content where 'universe' has been added as keyword - or is part of a keyword.

Table 10 Search codes

Character	Example	Notes
* (Asterisk)	Replace end of term: ter* finds both **term**, **terms** and **terminator** etc. Replace part of term: te*t finds both **text**, **test** and **testament**	Used to replaces **one or more** characters, either inside or after a search term.
? (Question mark)	Te?t finds both **text**, **test**	Used to replace **only one** character in search term.
~ (Tilde)	Cla~ finds both Cha, Cao etc.	Used for finding search terms that reminds of (in spelling).

Table 11 Wildcards

Note
You cannot use a * or ? symbol as the first character of a search.

Operator	Example	Notes
AND	term1 AND term2	Finds content with BOTH term1 or term2
OR	term1 OR term2	Finds content with EITHER term1 or term2
NOT	term1 NOT term2	Finds content where term1 is present BUT NOT term2

Table 12 Boolean operators

Note
Boolean operators must be ALL CAPS. And AND is the default operator, when using two or more search terms.

Tip

To explore more and get a full overview of search options, please refer to the: Apache Lucene - Query Parser Syntax

6.3 ↗ Sorting

Content list order can be sorted according to different criteria depending on the type of content.

The content could e.g. be sorted after Created date, Modified date - or by Title or Type etc. In general the sorting will be by either descending or ascending order.

Figure 7 An example of sorting options. The arrows signals whether the content is sorted from low to high or reversed. E.g. from A-Z or Z-A or Most recent-oldest.

Default sorting after searching

When a search has been done the content will automatically be sorted by Ranking. This means that the most relevant search results are shown in descending order, i.e. from most to least relevant.

6.4 My favourites

Content can be marked for later use, as a kind of sticky note, by highlighting the star-symbol, which will organise the marked content in type-specific categories.

Anything can be marked as a favourite by a simple click on the always-available star icon. Once something has been marked this way, it will be added to the user's collection of such preferred content. Here, a short, graphical overview of all favourites and, divided by content type, offers single-click access to each item. Favourites can also be exported in true reference formats; APA, CBE, Vancouver, Harvard, etc.

Note
Marked favourites are available from the right side menu. It will only show, if some content has been marked as favourite.

6.5 Content-export options

The result of any search- and/or filtering operation will be shown as a list, and users can immediately export any list in one of several formats: PDF, Word (.docx), Excel (.xlsx), HTML, RIS (Reference Manager), and BibTeX.

Some formats (PDF, Word, HTML) can be downloaded in a specific citation style.

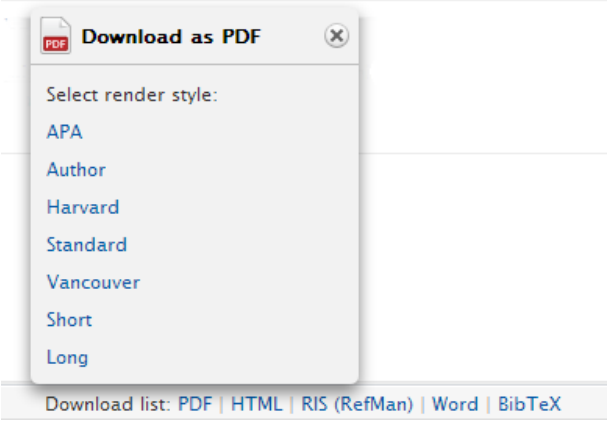


Figure 8 Download formats - The list has will be downloaded as PDF and a citation style should now be selected.

Other formats will be downloaded in their native format: Excel, RIS (For import in Reference Manager, EndNote, etc.) and BibTeX (BibTeX encoded).

7 First time login

Language settings must be set at first login to Pure.

When you log in for the first time, a prompt will ask you to select in which language you would prefer to use Pure. The language setting will affect the interface language as well as submission language, which will be set to the same language. These settings can later be changed, at the user profile. More information is found in Section 7.2 Language settings

Note
Language settings will only be possible, if Pure has more than one language implemented.

7.1 Recommended first steps

A few tasks which you are recommended to take a look at. These tasks will help to ensure that your content and personal information is as correct and up to date as possible.

The first time you log in to Pure, it may be pre-populated with your personal information and, Research output and projects related to you. All this data and information may be used in connection with a Pure portal (e.g. a university website), and therefore potentially be available to the public - or you could make use of the content for creating lists of research output, e.g. for a CV. Hence, it's important to get your data as correct and up to date as possible.

User profile

In your User profile it is possible to setup on which types of content and actions that you want to receive messages and e-mail notifications about. Furthermore which pending tasks you want to be able to see.

For example, you could select to receive messages on all types of content and actions, e.g. a comment has been added. But those related to your Research outputs you'd also want to receive e-mails about, as this may be more important to you. This type of message will typically be able to set as "Never" or "Instantly".

For more information about the setup, please refer to: Section 19 Edit user profile

Personal information

This includes information about your name, employment, contact and organisational affiliation.

Synchronised data

Synchronised data in templates has this icon ↻ next to it. This also means that if the data needs to be changed, it must be done in the external system from where the data is synchronised. For personal information, this will almost always be the local HR-system.

More information on person profile can be found here: Section 8 Person information

Additional personal information includes your profile information, which could cover an extended description of your researcher profile. This information can usually be edited by yourself.

Tutorial on how to add profile information can be found here: Section 8.1.2 Tutorial: Edit your profile information

Research related content

Any Research output that you have written, or in other ways been involved with, will usually also be imported into Pure, if it previously has been available in other / former systems. This information is imported and converted to Pure and it may be a very good idea to go through your content to verify that it actually is related to you.

If it is found that:

1. content actually DO belong to you, then perfect!
2. content is missing, that SHOULD belong to you (if you e.g. know they existed in your legacy systems), then you must try to claim the content. See Section 7.5 Claim / disclaim a Research output
3. content DO NOT belong to you (could be content where authors have the same name as you), then you must disclaim the content. Section 7.5 Claim / disclaim a Research output

To check the content, go to the Research output-tab in the Personal workspace and check content in the content listing. The list can be filtered, sorted, search in - and exported in various citations styles and formats. See Section 6 Content lists

7.2 Language settings

Pure may support multiple languages, both in the user interface and as the preferred submission language.

Language

The language for the user interface can be changed, *if* your Pure supports multiple languages. The user interface covers all text available in menus, headers, templates etc.

Default submission language

For Research outputs the title, subtitle, and abstract should be submitted in the original language, the language the contribution is written in.

For example, you could select to use Pure in English, setting the language to English, but prefer to submit content in Danish language. So, the settings should be as follows:

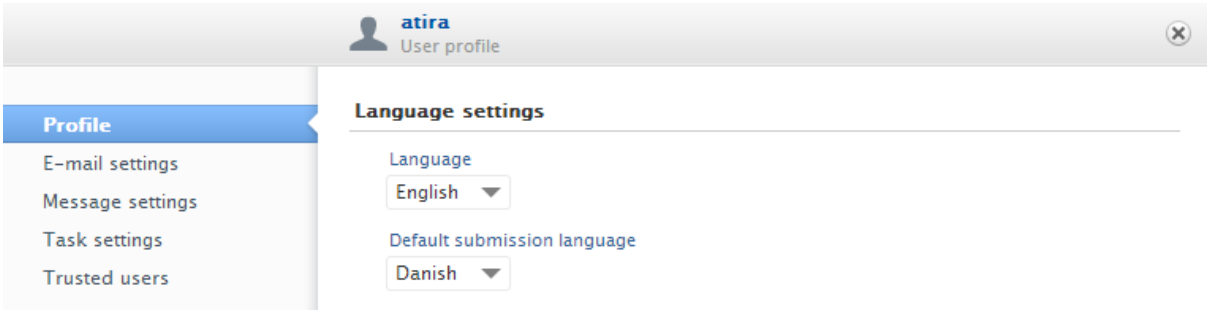


Figure 9 Settings for this user. Prefers English user interface but mostly submits content written in Danish.

When submission language is set to Danish, optionally an English translation can be given clicking on the English flag icon next to the Danish - or by selecting the Translation menu point to the left.

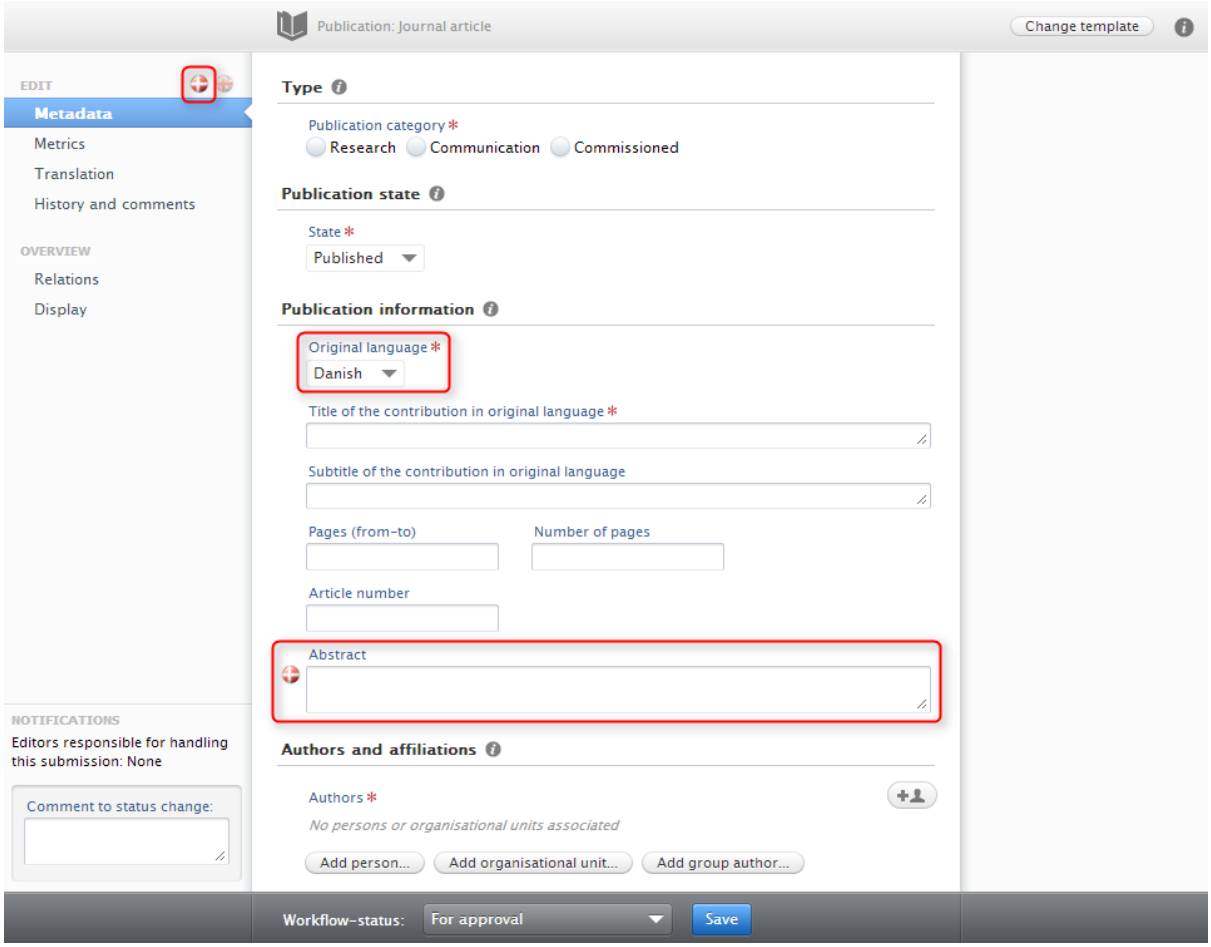


Figure 10 The effect of default submission language setting, as it is shown in the templates.

Note, that the submission language setting not has any influence on the interface language.

7.3 ☑ Tasks

Both researchers and administrative staff have different tasks to be completed. Using messages and Pure's task area, all users can easily get an overview of which tasks are pending.

My personal tasks
Pending applications 2
Open access research output without full text 7
Candidates in Web of Science 37
Candidates in Mendeley 20
Candidates in Scopus 20

Figure 11 An example of available tasks for a researcher.

For researchers a number of tasks can be available. Please refer to the table below to see which.

"My personal tasks" main content	Description	Comment
Pending Research outputs	Content that currently is in the "Entry in progress" workflow state and awaits to be set "For validation" using the workflow, e.g. if it still need final details or awaits to be formally published.	
Open access Research output without full text	Submitted content is allowed to be enriched with upload of a full text-version of the article.	This task is related to publishers' copyright policy. These policies are synchronised with SHERPA RoMEO.
Candidates in [*Online source*]	The Automated search-feature has found new search results in one or more selected online sources, which now can be imported.	Requires access to online sources as well as setup of the Automated search-feature.
Curriculum Vitae with new content	Task is available if new Research output can be added your your static CV. Open CV and accept or reject new content.	Requires CV-module in Pure.

Table 13 Main information on "My personal tasks" in Pure

Tip
To customise which tasks to show, edit your user profile.

The following pages explains how to solve the tasks.

7.3.1 Task: Pending Research output

Pending tasks where the workflow state need to be moved.

How to complete task

Pending content is simply the content still in the "Entry in progress"-state. This is typically due to the lack of details yet to be entered in the template. For example it may not yet have been formally published, so no page numbers are available yet.

Once the template has been completed and no further information can be entered, the workflow state must be set to "For validation". Thereby the task is completed.

Task	Description	Comment
Pending Research outputs	Content that currently is in the "Entry in progress" workflow state and awaits to be set "For validation" using the workflow, e.g. if it still need final details or awaits to be formally published.	

Table 14 Main information on "My personal tasks" in Pure

Related information

- Section 10.1.17 Workflow

7.3.2 Task: Open access Research output without full text

Pending tasks where the workflow state need to be moved.

How to complete task

To get a list of all content which may have a full text version uploaded, press the tasks. The task is, for each item in the list, to open the template by clicking on the title and locate the "Documents" area down the template. Based on the SHERPA RoMEO colour, found here, the correct version of the full text can be uploaded.

Task	Description	Comment
Open access Research output without full text	Submitted content is allowed to be enriched with upload of a full text-version of the article.	This task is related to publishers' copyright policy. These policies are synchronised with SHERPA RoMEO.

Table 15 Main information on "My personal tasks" in Pure

Related information

- Section 14 Full text documents and copyright/open access-issues in Pure

7.3.3 Task: Candidates in [Online source]

When the Automated search-feature is activated and configured, new results from the search are presented here. Candidates are divided on each selected online source. Note, this task is only present if you have setup the Automated search feature.

How to complete task

Get access to the list of search results by clicking on the tasks. Start an import process or delete items from the from the list of search results to decrease the number of tasks.

Task	Description	Comment
Candidates in [*Online source*]	The Automated search-feature has found new search results in one or more selected online sources, which now can be imported.	Requires access to online sources as well as setup of the Automated search-feature.

Table 16 Main information on "My personal tasks" in Pure

Related information

- Section 8.1.3 Automated search for publications in online sources
- Section 18.4 Import from online source

7.3.4 Task: Curriculum vitae with new content

When new content is created or imported and also fit into an existing static CV configuration a task can be selected to be shown to pay attention to this.

How to complete task

Click on the task which will open the CV. Now it is possible to either accept the new content, which will place it into the CV or reject it.

Task	Description	Comment
Curriculum Vitae with new content	Task is available if new Research output can be added your your static CV. Open CV and accept or reject new content.	Requires CV-module in Pure.

Table 17 Main information on "My personal tasks" in Pure

7.4 Messages

Pure has an internal communication system, where messages are used to carry information between users.

Incoming messages are available from the user interface at "My messages". They can be viewed and deleted but not responded directly to. Messages can be selected to be received by e-mail as well.

Message title	Description	Comment
Return of '$title'	This message is send when content has been returned, by an editor, to the submitter or author of the content.	**Note**, that the submitter does not have to be the author of the content as content can be submitted on behalf of others. Returned content will appear as a new task.
You were added to '$title'	When you have been added to Research output as author (or co-author).	This can be the case if someone has created new content and added you as author. Or if a claimed piece of content have you added as author (By the Administrator of claims.
You were removed from '$title'	When you have been removed from disclaimed Research output.	
Comment on Content	This message is send when a note has been added to a piece of content you are related to.	
New import candidates found in [source]	This message is send when new candidates for import, found in selected sources.	You must mark that you want to receive e-mails on this, where the feature is set up in the Person profile, to receive e-mails
Tasks in PURE	This message is send on the selected intervals with pending tasks. The message contains a summary of how many for each task type.	Only sent, when an interval, ranging from weekly to quarterly, has been selected in the Notification frequency in User profile.

Table 18 Messages.

Tip
To customise which messages you want to receive, edit your user profile.

7.5 Claim / disclaim a Research output

Shows how to either claim or disclaim Research outputs by sending a message to the Administrator of claims.

Before you begin

Personal users

About this task

In the personal Research outputlist, content ons can either be missing from - or be wrongly related to. This list, as described in Section 7.1 Recommended first steps

Procedure

1. Claim or disclaim publications?

Option	Description
A publication is missing from my publication list	Claim - See steps 2-4 for information on how to claim this publication
A publication is listed in my publication list - but it is not mine	Disclaim - See step 5 for information on how to disclaim this publication

2. Claim publication

If you expect a publication to exist, but it is not listed in your publication list, you can search for it within Pure. To do this, remove the "My content" filter.

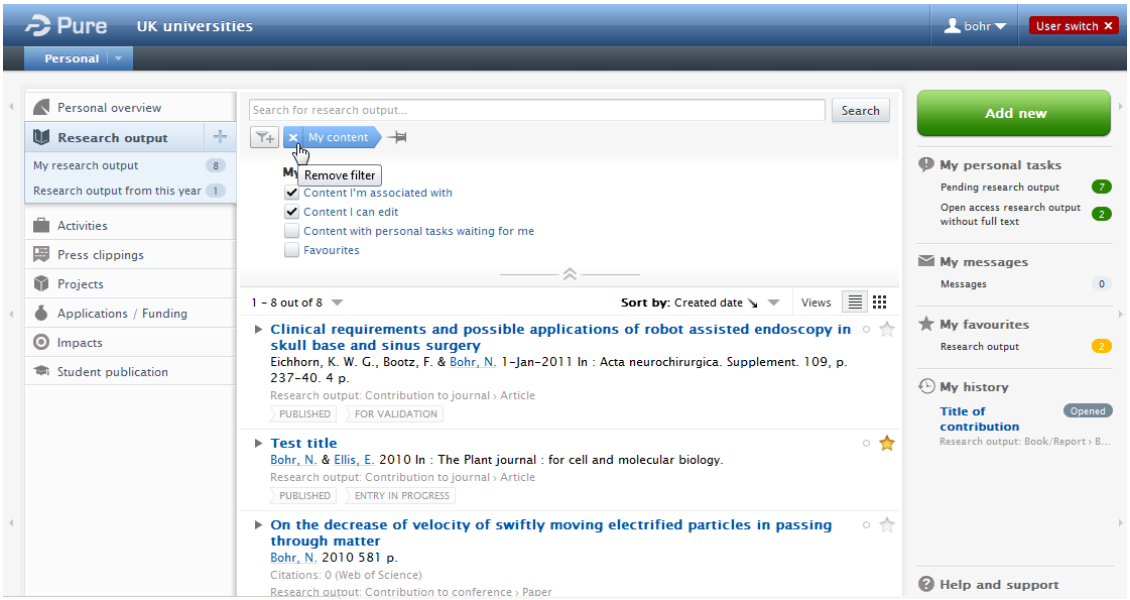


Figure 12 Remove "My content" filter. This will let you see all publications, available in Pure. Now search for the expected publication.

3. When it is found, either click on the content-action symbol and "Claim content".

Or open the template (Perhaps, just to make sure that the publication actually is what you have searched for), and press "Claim content".

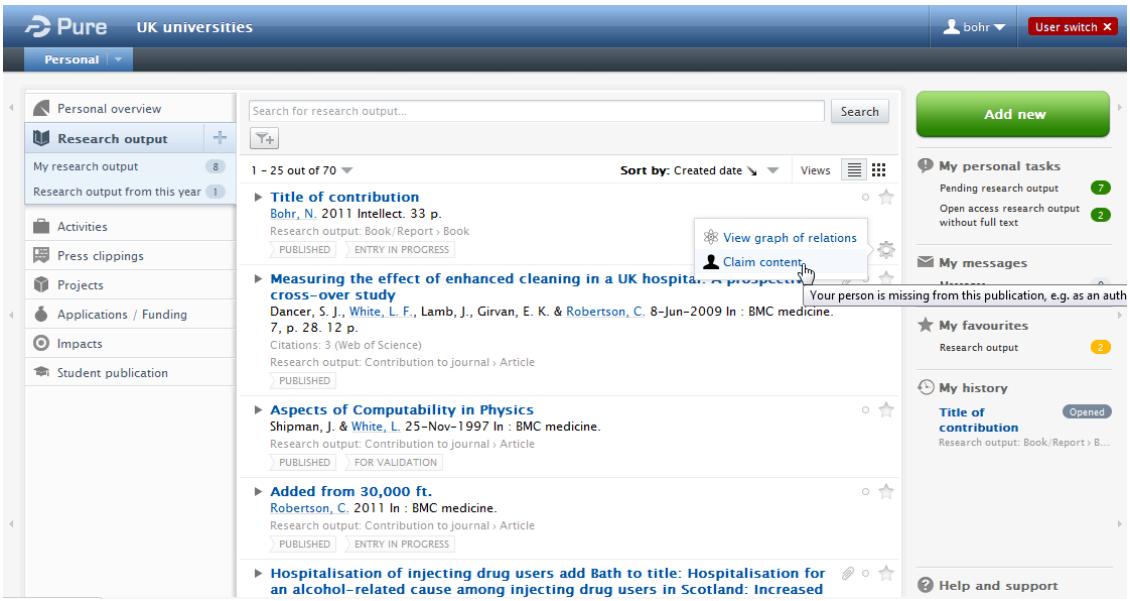

Pure
UK universities
bohr
User switch
Personal
Personal overview
Research output
My research output
Research output from this year
Activities
Press clippings
Projects
Applications / Funding
Impacts
Student publication
Search for research output...
Search
1 - 25 out of 70
Sort by: Created date
Views
Title of contribution
Bohr, N. 2011 Intellect. 33 p.
Research output: Book/Report › Book
PUBLISHED
ENTRY IN PROGRESS
View graph of relations
Claim content
Your person is missing from this publication, e.g. as an auth
Measuring the effect of enhanced cleaning in a UK hospital
cross-over study
Dancer, S. J., White, L. F., Lamb, J., Girvan, E. K. & Robertson, C. 8-Jun-2009 In : BMC medicine. 7, p. 28. 12 p.
Citations: 3 (Web of Science)
Research output: Contribution to journal › Article
PUBLISHED
Aspects of Computability in Physics
Shipman, J. & White, L. 25-Nov-1997 In : BMC medicine.
Research output: Contribution to journal › Article
PUBLISHED
FOR VALIDATION
Added from 30,000 ft.
Robertson, C. 2011 In : BMC medicine.
Research output: Contribution to journal › Article
PUBLISHED
ENTRY IN PROGRESS
Hospitalisation of injecting drug users add Bath to title: Hospitalisation for an alcohol-related cause among injecting drug users in Scotland: Increased
Add new
My personal tasks
Pending research output
Open access research output without full text
My messages
My favourites
Research output
My history
Title of contribution
Opened
Help and support

Figure 13 Wrongly associated content can be disclaimed from this location.

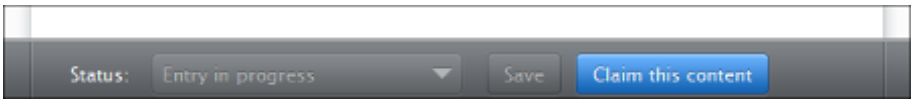


Figure 14 Or alternatively - open the template and press "Claim this content".

4. Go to step 6.

5. Disclaim publication

   If you find a publication this is not in any way related to your person, press the content-action symbol, and select "Disclaim content", as shown below.

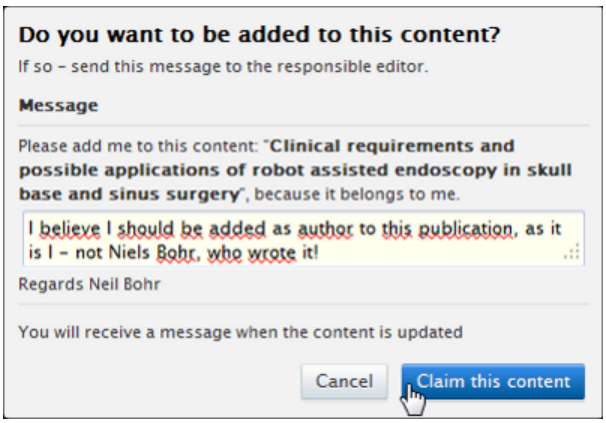
Note
Do note delete content that does not belong to you. It might belong to someone else within Pure

Clinical requirements and possible applications of robot assisted endoscopy in skull base and sinus surgery
Eichhorn, K. W. G., Bootz, F. & Bohr, N. 1-Jan-2011 In : Acta neurochirurgica. Supplement. 109, p. 237-40. 4 p.
Research output: Contribution to journal › Article
PUBLISHED
FOR VALIDATION
Test title
Bohr, N. & Ellis, E. 2010 In : The Plant journal : for cell and molecular biology
View graph of relations
Disclaim content
Your person has been wrongly associated with this publication
Pending research output
Open access research ou
without full text
My messages
Messages

Figure 15 Wrongly associated content can be disclaimed from this location.

6. Notify Administrator of claims with message.

   Describe to the Administrator of claims, the reason for this publication being either claimed or disclaimed. Remember to save afterwards.


Do you want to be added to this content?
If so - send this message to the responsible editor.
Message
Please add me to this content: "Clinical requirements and possible applications of robot assisted endoscopy in skull base and sinus surgery", because it belongs to me.
I believe I should be added as author to this publication, as it is I - not Niels Bohr, who wrote it!
Regards Neil Bohr
You will receive a message when the content is updated
Cancel
Claim this content

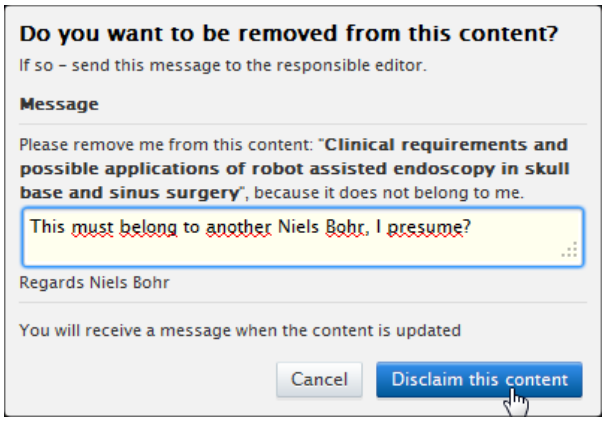

Do you want to be removed from this content?
If so – send this message to the responsible editor.
Message
Please remove me from this content: "Clinical requirements and possible applications of robot assisted endoscopy in skull base and sinus surgery", because it does not belong to me.
This must belong to another Niels Bohr, I presume?
Regards Niels Bohr
You will receive a message when the content is updated
Cancel
Disclaim this content

Figure 16 A clarifying message should be send to the Administrator of claims. This shows both a claim and disclaim example.

7. Watch out for correction message

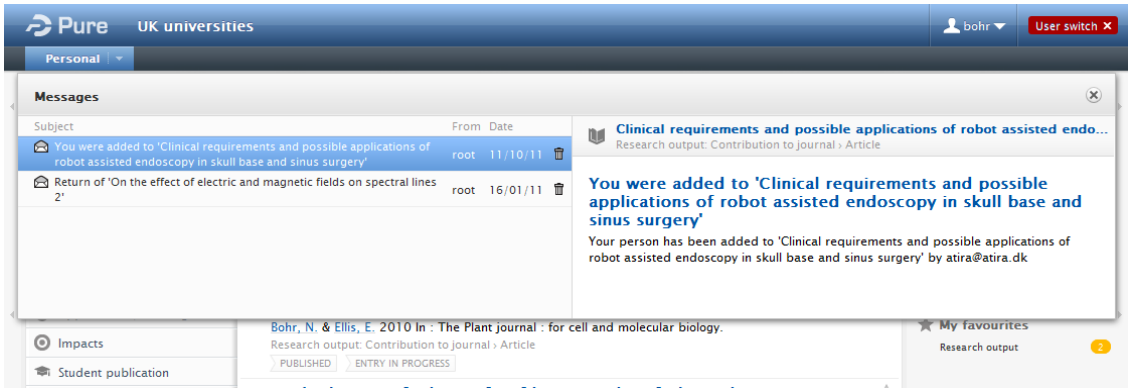

Pure
UK universities
bohr
User switch
Personal
Messages
Subject
From
Date
You were added to 'Clinical requirements and possible applications of robot assisted endoscopy in skull base and sinus surgery'
root
11/10/11
Return of 'On the effect of electric and magnetic fields on spectral lines 2'
root
16/01/11
Clinical requirements and possible applications of robot assisted endo...
Research output: Contribution to journal › Article
You were added to 'Clinical requirements and possible applications of robot assisted endoscopy in skull base and sinus surgery'
Your person has been added to 'Clinical requirements and possible applications of robot assisted endoscopy in skull base and sinus surgery' by atira@atira.dk
Impacts
Student publication
Bohr, N. & Ellis, E. 2010 In : The Plant journal : for cell and molecular biology.
Research output: Contribution to journal › Article
PUBLISHED
ENTRY IN PROGRESS
My favourites
Research output

Figure 17 When the correction has been completed by the Administrator of claims, you will be notified with a message. In this case, the author has been added to the claimed content, and the content will now be visible at the personal user's publication list.

8 Person information

All information on your person is available from the Person template. This includes Metadata; a researcher profile with detailed information about the employee, relations to one or more organisations, profile information and more. The profile is usually view- and searchable from a web portal.

This is also from this template that the Automated search feature can be configured. Furthermore, the template has information on any associated user, relations to existing content in Pure and a detailed display-page with a summary of the information.

Finally, the template has a History and comments section, where a log of editing on the template can be found - and the option for sending comments, related to the content of the template, to any editors of the person's template.

The Automated search feature is described in more details below.

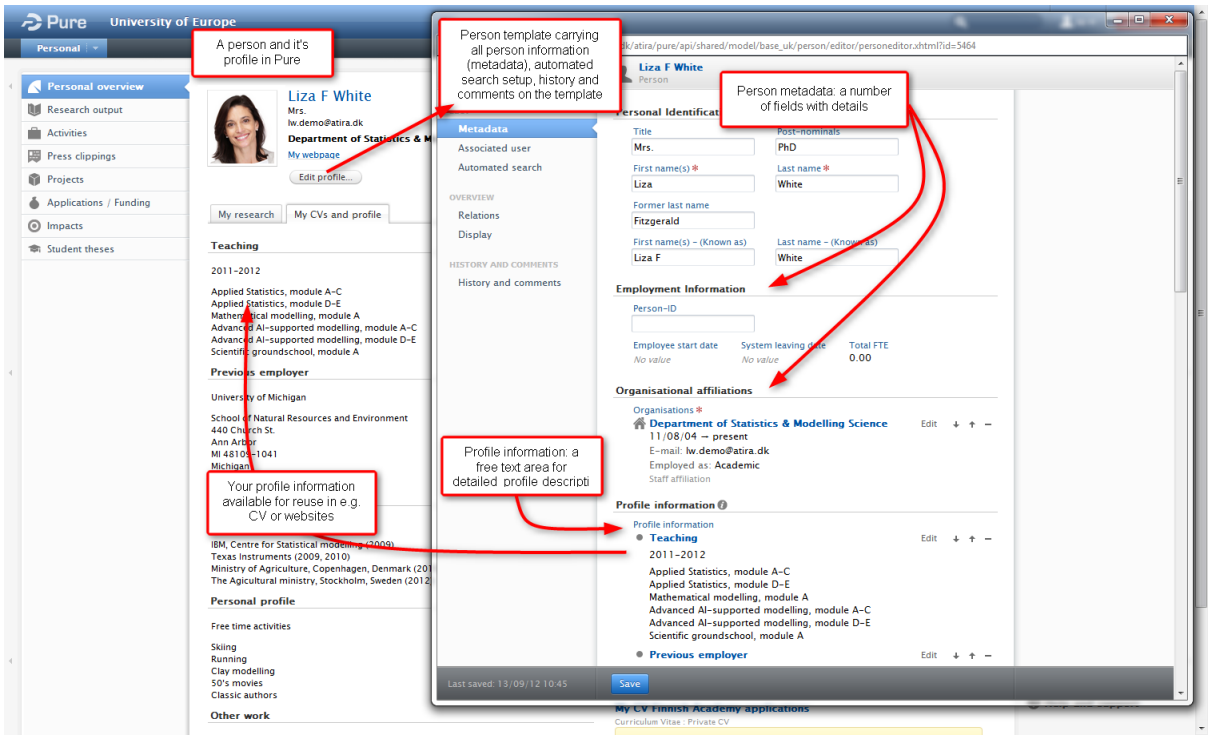

A person and it's profile in Pure
Person template carrying all person information (metadata), automated search setup, history and comments on the template
Person metadata: a number of fields with details
Profile information: a free text area for detailed profile descripti
Your profile information available for reuse in e.g. CV or websites
Pure
University of Europe
Liza F White
Metadata
Associated user
Automated search
Relations
Display
History and comments
Employment Information
Organisational affiliations
Department of Statistics & Modelling Science
Profile information
Teaching
Previous employer
Save

Figure 18 Person, person template, person metadata and profile information

8.1 Persons

Persons in Pure are academic staff members of different types; professors, PhDs, teaching personnel, research assistants and more.

Pure stores all information on a Person in a template. This template contains a number of fields used to describe the person and the person's academic profile. Some of this information may be synchronised and not editable in Pure while some is meant to be edited by the person itself. In particular interest would be the Profile information which can be used to exhibit the Person's academic profile in details.

The table below shows what information Pure can hold about a person:

Person information	Description	Comment
Personal Identification	First and last name, former last name, title, post-nominals, known as (first + last), gender, date of birth, etc.	

Person information	Description	Comment
ORCID	An ORCID id can be added to the profile. Or it can be created directly through the profile.	Institution must have an affiliation with ORCID, before it can be created.
Employment Information	Source IDs; e.g. HR system ID, HESA ID, Researcher ID, etc. Entry into academic profession, start- and end dates, retirement date, etc. Previous national assessment submissions; e.g. RAE 2008 panels and subpanels.	
Organisational affiliations	Affiliation with departments and related organisational units, research groups, research student organisations, etc.	Source system ID can be added; the ID from the source system if integrated with such as system; e.g. SAP, pFACT, Agresso.
Research student supervision	Relations to research students	Supervisor relations are specified per organisational affiliation.
Profile information	Any relevant personal and professional information can be added as free text.	E.g research interests, personal profile, teaching activities, consultancy, previous employer, future employer, hobbies.
Academic & Professional qualifications	Option for adding this information to profile.	Must be enabled by administrators of Pure.
Keywords	Used to describe the person's scientific domain and area of expertise.	
Visibility	Information on persons can be limited in visibility if needed	

Table 19 Information available on persons in Pure.

Related information

- Section 8.1.2 Tutorial: Edit your profile information

8.1.1 ORCID

An ORCID ID is a persistent digital identifier for researchers, used to distinguish them from one another and uniquely identify them in relation to their Research outputs.

When creating a new person, there will be a section called ORCID under "Personal Identification", which have two options:

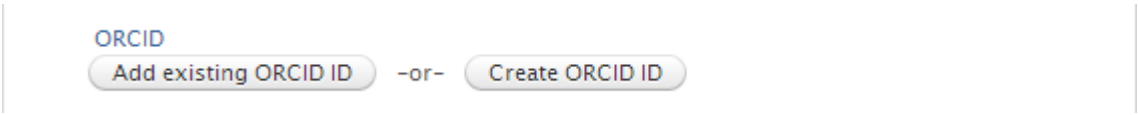


Figure 19 If an existing ORCID ID exists, it can be added - or otherwise created.

Add existing ORCID ID

If a person does not have an ORCID ID assigned already, there will be a button to "Add existing ORCID ID". This will open up a panel where the (previously created) ORCID ID can be entered.

It is possible to "Check" the ORCID ID that is entered in the box by pressing the button next to the text box. By pressing the "Check" button, a new browser window will open to the public homepage of ORCID, where it tries to look up the ORCID ID.

Once the user is happy with the entered ORCID ID, it can choose to "Apply" the ORCID ID to the person. Pressing "Apply" will first check if the ORCID ID is of the correct format, then if the validation digit (the last digit) is correct and finally search the ORCID server for an record with the ORCID ID. If the ORCID ID is found, it will be attached to the person.

Create ORCID ID

Note
Only visible if system settings allows this.

If a person does not have an ORCID ID assigned then there will also be a button to "Create ORCID ID". Pressing this button will open a panel where it will be shown what information will be used to create the new ORCID ID. Currently only two things are used:

- The name of the person,
- The e-mail of the person.

If one of these is missing, it is shown with red text. The e-mail is found on the affiliation to an organisation and will as default be displayed if it exists. It can also be changed or entered manually. It is optional whether to use a personal e-mail or an institutional e-mail. You can add/change e-mail settings from the ORCID website later on.

Pressing create on this panel will request the ORCID server to create a new ORCID record with the information. If all goes well, the panel closes and the ORCID ID is shown.

Note
If a person already has an ORCID ID assigned, it will be shown.

Next to the ORCID ID there will be a "Show" button. The "Show" button does the same as the "Check" button above and opens a new browser window to show the ORCID ID on the official homepage.

Edit existing ORCID ID

Note
Only possible if system settings allows this.

If a person already has an ORCID ID assigned, there will be a button to "Edit" the assigned ORCID ID. Pressing this button will open the "Add existing ORCID ID" window as described above.

Claim new ORCID ID

Once a new ORCID ID is created, it needs to be claimed. When the request to create is sent to ORCID, an e-mail will be sent to the e-mail address attached to the creation request. This e-mail will contain a link to be pressed to go and claim the ORCID ID.

The profile will not show any personal information before it is claimed. If the user has not claimed within 10 days, it will be claimed automatically.

8.1.2 Tutorial: Edit your profile information

The profile information can be enriched with a number of headings where your own text can be added.

Before you begin

Roles that can complete this task	Where to go to complete this task
• Personal users • Editor of persons • Administrator of persons	• **Click on [user name] in top of screen**

About this task

Person profile contains all person-related information about the researcher. This includes the possibility of adding self-defined text under a number of headings (types), about e.g. research areas, extended CV description, spare time interests and more. This information might be used in a CV or on a web portal. This tutorial shows how to do add this information.

Procedure

1. **To edit the profile information**, click [Edit profile]

   This will open a template containing all profile information.

2. Locate the "Profile information"-heading.

   Press the [Add profile information]

Figure 20 Add profile information from this heading

Note
"Profile information" can in some versions of Pure be labelled with other words.

3. This opens a window, as shown below. From here it is possible to select a type, which equals a heading of the text. Now text can be entered in the text field - alternatively it can be pasted either in plain text (without formatting) or directly from Microsoft Word (with formatting). The editor window can be expanded to full screen mode, to allow for a better overview, which is useful in case of larger amount of text. The text field also has a range of tools that can be used to organise the text and formatting in a more personal way. Links can be added to the text as well. Press [Create] to save the current heading. If wanted, create another heading with another text.

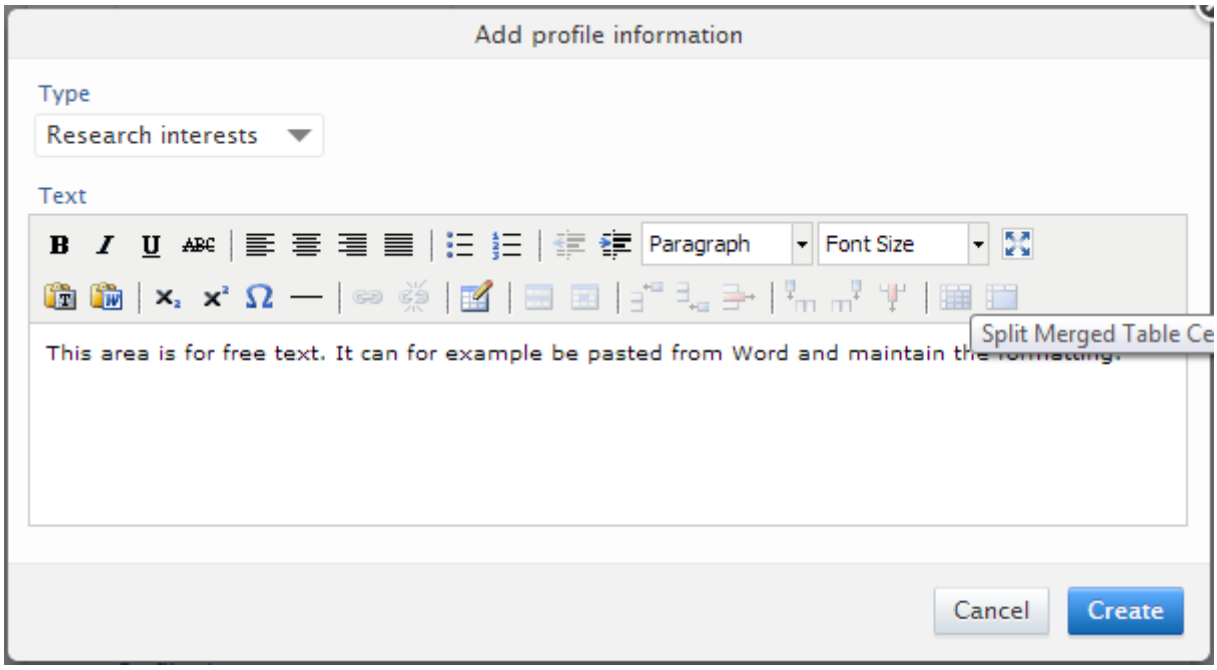


Figure 21 Profile information with a selected Type (Heading) and free text. Text can be formatted using the icons above the text field.

Tip
The types (different headings) can be changed, or new types can be added to the list. Administrators can do this by editing the appropriate classification.

4. After editing has taken place, each heading is listed in the profile. From here, it is possible to [Edit], rearrange the order (arrows) or delete the headings, using the (-) button.

Figure 22 Profile information has been added.

5. Remember to save the template afterwards! Changes will take effect immediately afterwards, and can be seen for example at the Personal overview and the "My CV and profile"-tab. If a portal is associated with Pure, the changes may be visible at this as well.

Related information

- Section 8.1 Persons

8.1.3 Automated search for publications in online sources

A functionality that searches for your added author name(s) against new occurrences of Research outputs with the alike name, in selected online sources, within a fixed time interval.

As a personal user, the task of keeping your publication list up to date can be time consuming. By setting up an Automated search for publications in online sources, this task can easily be facilitated.

The feature offers to automatically scan a number of selected online databases for Research outputs that might belong to you as researcher. The result is provided as a task under "My personal tasks" named "Candidates

found in [source]", where [Source] equals the name of the selected database. Furthermore, the number of search results is listed. Optionally, an e-mail can also be send to you.

Scans are based on variations of your name (and organisational units in Web of Science). Variations of your name can be specified in the setup of the feature on the Person-profile, for each source.

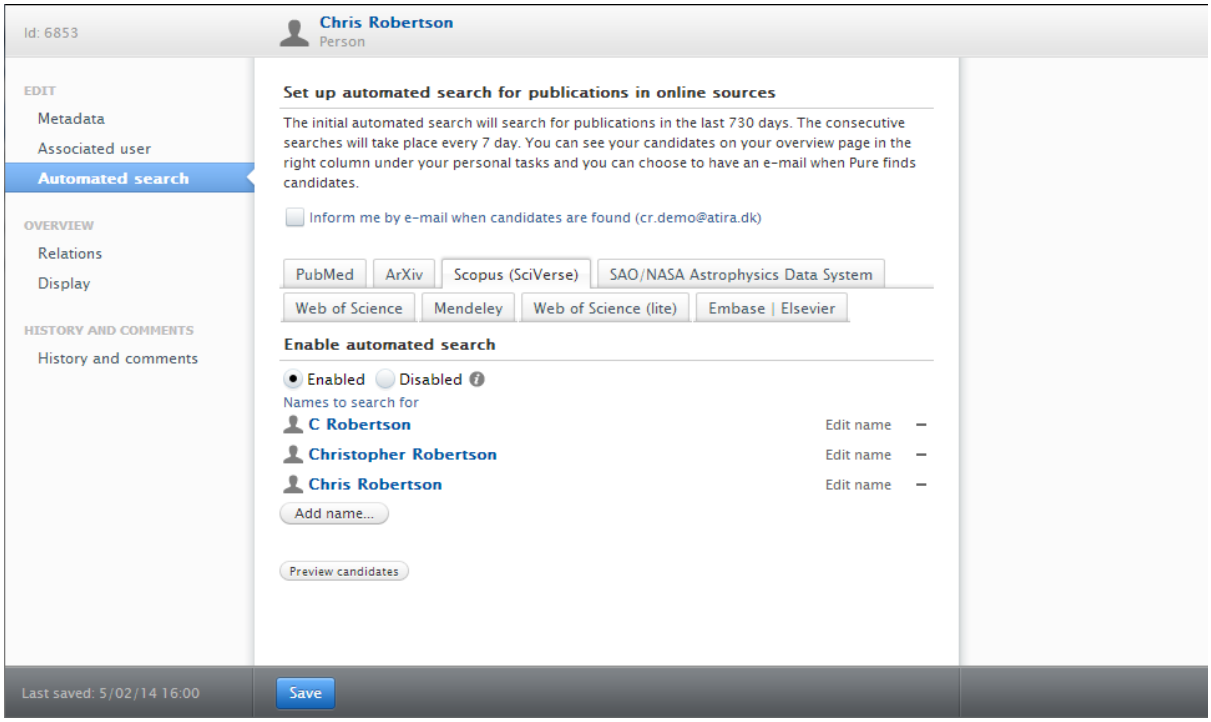


Figure 23 Setup of name variations for use in Automated search-feature.

When clicking at the menu point at My personal tasks, a list of the search result can be reached. For each of these results, you can either choose to import it to Pure - or remove it from the search result. When an item is removed from the search result, it will *not* show up at future searches.

If the content already does exist in Pure, a warning that this may be a potential duplicate will be shown.

Tip

The usefulness of the automated search may depend on your used author name. The more general and widespread your name is, e.g. "Smith", the higher risc of getting a search result that is overwhelming, and thus might require too much time to manage. In reverse, if your name is quite unique or distinctive, the higher chance that the search result will be more useful.

Example

If you know that your articles often are available from PubMed, you can mark PubMed as source. Add your used author name(s), either manually or use the suggestions that Pure automatically comes up with. Afterwards, it is possible to test the settings immediately by doing a preview of the search, and thereby making adjustments to the name, if the search results are not satisfactory.

Related information

- Section 7.3.3 Task: Candidates in [Online source]

9 Content types

A number of content types are available for researchers to add to Pure.

Content type	Description
Research output	Content the researcher is responsible for. Most often written and published but can also be non-textual and not formally published.
Activity	Describes all activities a researcher may be involved in/with as a person.
Press clipping	Mentions of the researcher in media, e.g. interviews or broadcasts.
Application	Applications are related to awards and projects in Pure and are used when academics need to applicate for funding of research projects.
Award	Awards hold some of the same information as applications; e.g. funder, programme, and application date. Moreover, awards hold financial details about the award, the project's budget, and any non-financial contributions such as borrowed equipment.
Project	The project is considered the main information type as it holds information about its applications and awards besides the project description itself.
Dataset	Large collections of data, e.g. databases, survey data, observations, measurements, and other results from experiments.

Table 20 Content types in Pure

Note
Not all types may be available in your Pure.

10 Research output

Research outputs in Pure reflects a broad range of scientific productions a researcher can be responsible for, or in other ways be related to. This includes content published in journals, books and parts hereof, papers and outputs in connection with conferences, and more. Further, a number of non-textual outputs are available.

Each main category has a template where metadata about the specific type, e.g. an Article, can be added Each template is designed to hold as relevant metadata as possible, which means that a Contribution to a journal (no matter which type) is different from what a Book/Report should hold of information. For example, an Article is published in a Journal, whereas a Book is published by a Publisher. All of these variations are taken into account in the templates.

Template menu point	Description
Metadata	Contains a range of input fields used to describe the specific piece of data.
Metrics	Displays citations for the content and impact factors for the related journal. Information available depends on the current category of Research output template.
Relations	Show relations to other content in Pure.
Display	Show the metadata in various citation and system formats.
History and comments	Comments can be added to the specific piece of content and a log of changes is found here.

Table 21 Menu points in templates.

Related information

- Section 18 Adding content to Pure

10.1 Metadata

A closer look of which features - and practical use - that often are available at templates.

Metadata input fields can contain information, used to describe the current piece of content, e.g. an article from a scientific journal. The information could typically be derived from the actual exemplar of the content, or from the publisher.

As the content that the templates describes differ slightly from each other, the actual structure and range of input fields can vary for each, though they are alike for the template types.

Required fields

When the appropriate template type has been chosen, a range of input fields must be filled out. Those marked with a red * (asterisk) are required fields, and *must* be filled out before it is possible to save the content - a warning will pop up and tell which fields that are missing, if you fails to do so. These fields will then be marked by a bright red colour.

However, depending on local submission policies, it can be very useful to fill out additional information to enhance the judgement of relevance and improve retrieval of the content.

10.1.1 Type

Define the intended target audience or level of the content - and if the content has been peer reviewed.

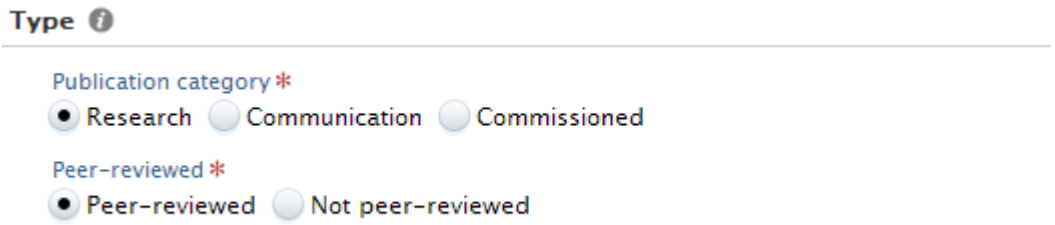


Figure 24 Example of template type. This may vary depending on template category and your version of Pure.

10.1.2 Publication state

Reflects the current state of the publishers' progress.

Ideally this can be used to flag that content is currently on it's way, for example "In press" at publisher. This value may be displayed at an attached Pure portal.

Figure 25 Example of different publication states. These values may vary depending on local needs.

10.1.3 Publication information

Key information of content. Title, subtitle, abstract etc. This is typically used to describe, identify, and assess the relevance of the content.

Title and language

The title, subtitle and abstract of the contribution should be entered in the original language, that is, the language the content is written in. This can be selected from a dropdown-box:

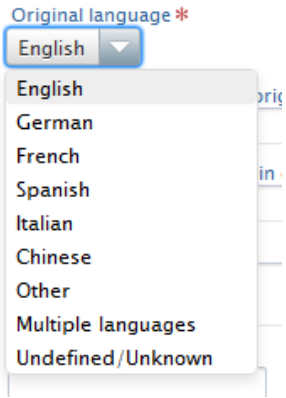


Figure 26 Selection of language the content is written in.

Arrow keys up and down can be used to scroll for the wanted value, press "Enter" to select - and a press on a character will find the first value starting with that character, e.g. pressing "c" will mark Chinese in the above figure.

Tip
Of the available languages that Pure supports for the user interface, e.g. Danish or English, one can be set as default submission language. Thereby this is by default selected when a new submission is created. See Section 7.2 Language settings for more information.

Translation

Key fields in the template can be translated into the languages that Pure supports. If that is, for example English and Danish, either can be selected for translation if the original title is in Chinese. The default language to translate to when the Original language is selected is the one selected as Submission language.

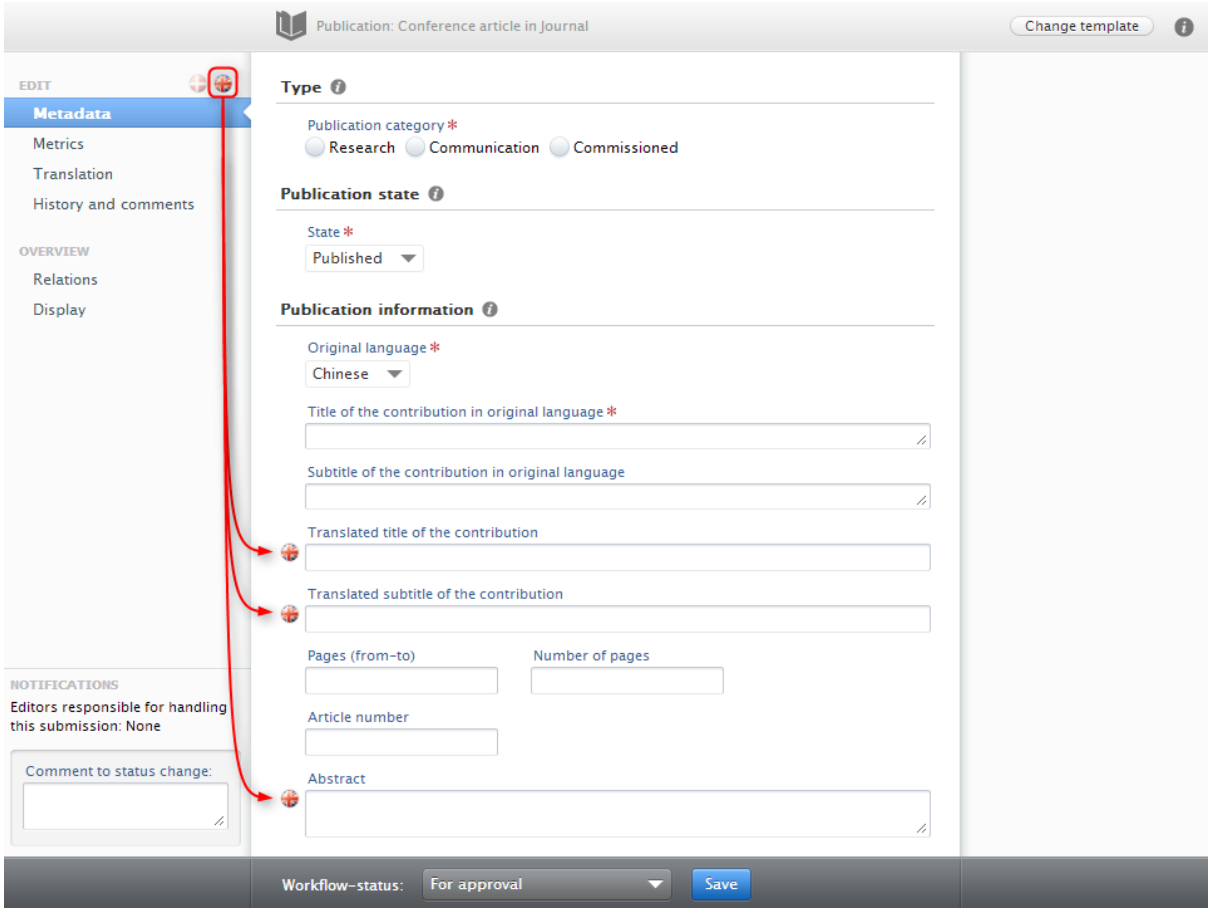


Figure 27 A translation can be added in the preferred language, here English, presuming the title and more is written in Chinese.

In example above, the content is written in Chinese and an English translation can be given. Additionally, a Danish translation can be added too, by switching to the Danish flag in top of template. Translations can only be given in the languages that the current version of Pure supports.

10.1.4 Authors and organisations

All contributors of the content can be added and for each their exact role can be defined. A role may by an illustrator or translator, for example.

As a general rule authors should be added to content with their organisational affiliation at the time of writing and publishing. Therefore content can be created with authors which both have a current organisational affiliation (internal) and other authors have a current external organisation (external).

Note
Please note that in general internal persons and organisational units are marked with dark-coloured icons, whereas external ones are marked with white-coloured icons.

Adding internal persons

Add persons by clicking either on [Add persons] or use the quick add button: - The quick add area can be closed by clicking somewhere outside it.

As default personal users will automatically be added to the templates.

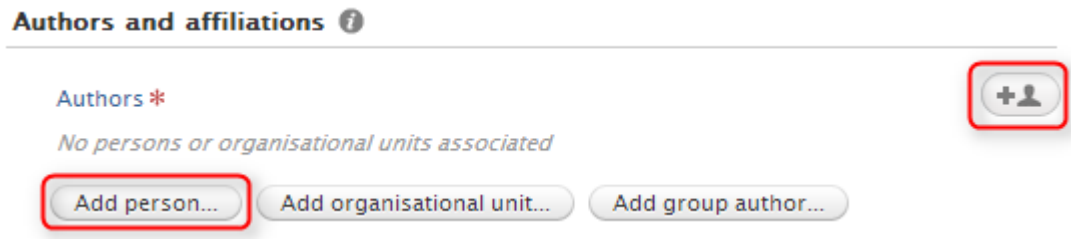


Figure 28 Add persons to a template.

Difference is that the first (right) will add one person which must be completed and then the next can be sought after, where as the quick-add button (left) allows for a quick search and add of persons. Editing can then take place afterwards.

Once found it can be selected for further editing, for example for re-editing of the author name. That might be the case if the content has been written using another variation of the name.

The role can also be specified if needed. Default value is "Author".

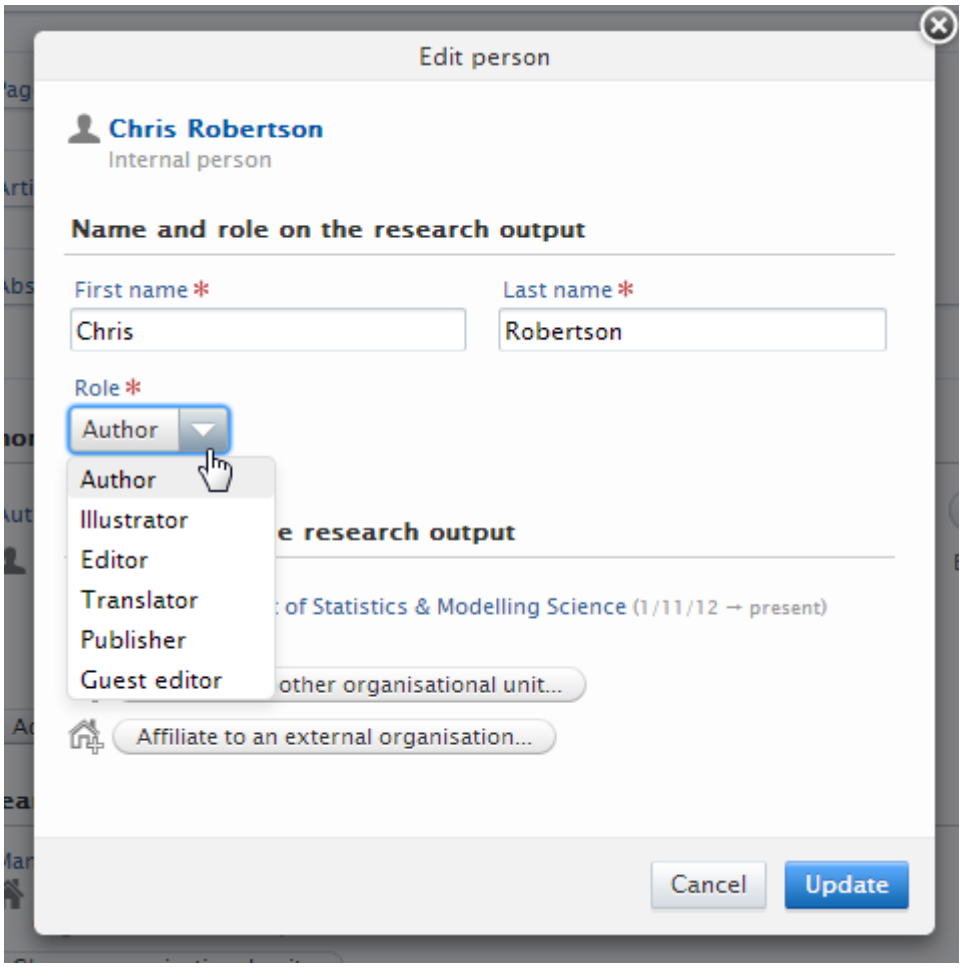


Figure 29 Start typing author name and click on person to add. Afterwards, edit the selection.

Affiliation on the Research output

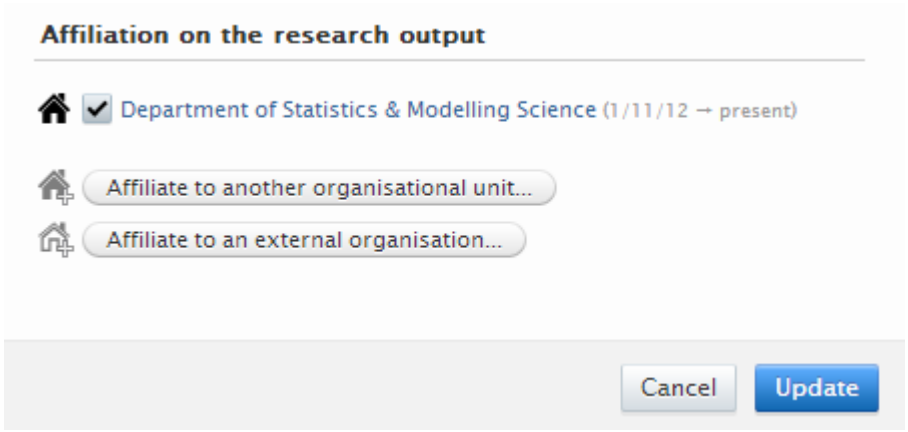

Affiliation on the research output
Department of Statistics & Modelling Science (1/11/12 → present)
Affiliate to another organisational unit...
Affiliate to an external organisation...
Cancel
Update

Figure 30 Current affiliations are shown. Additional affiliations may be given.

The current organisational affiliation is shown and if any former affiliations existed, they would be shown too. They will have an end date shown.

Additional affiliations can be added, for example of the content has been published while the affiliation was with another organisational unit. This may be either another internal or an external organisation.

Adding external persons

If the contributor has no relation to the current institution, it must be added as an external person. Doing this, also adds their external organisation if this information is available in Pure.

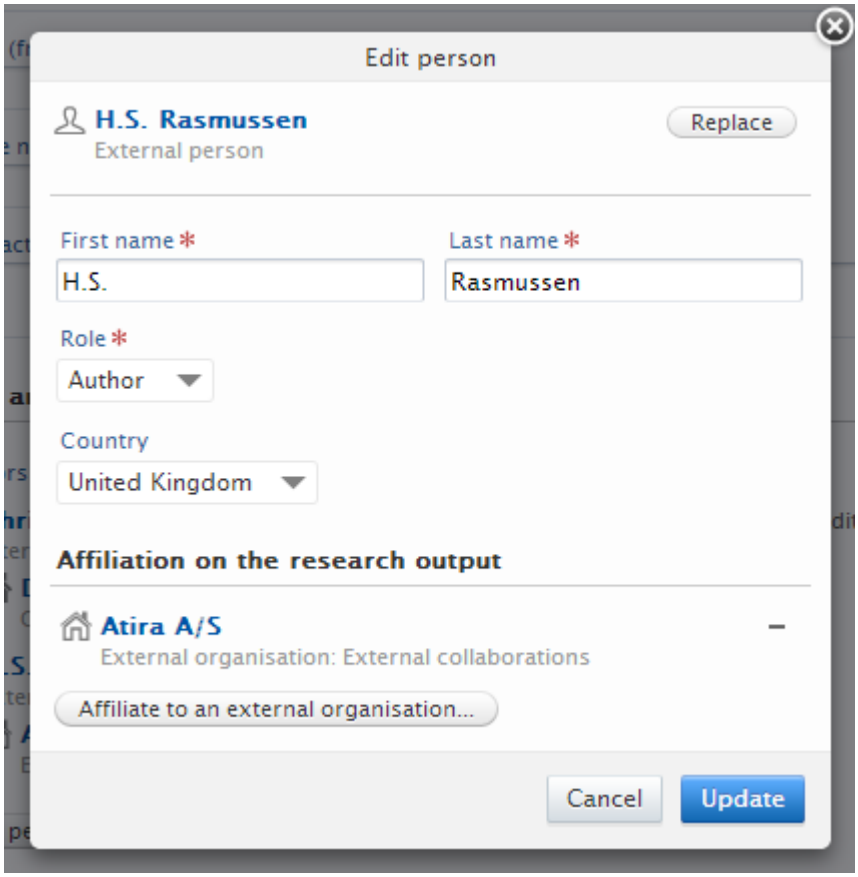


Figure 31 Start typing author name and click on external person to add. Afterwards, edit the selection.

When added their role, name variation, country, and, organisational unit can be edited.

Creating external persons

If the external person can not be found it can be created on the spot and used immediately afterwards. Click on "Create external person" to do this.

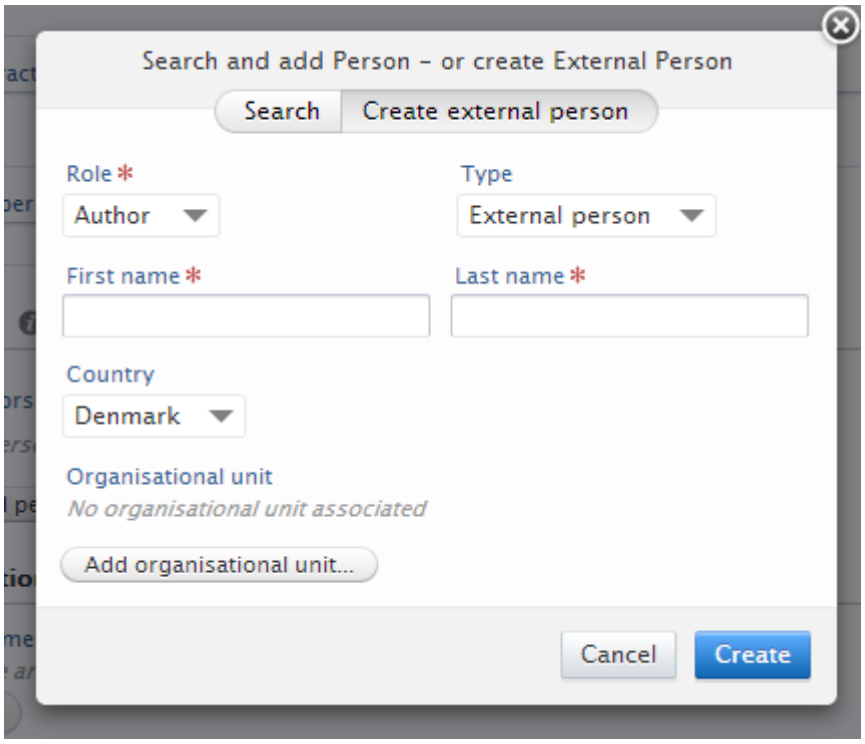


Figure 32 Start typing author name and click on external person to add. Afterwards, edit the selection.

When added role, name variation, country, and organisational unit can be edited.

Add organisational unit

A contributor may not be limited to a person, but can also be an organisational unit. This unit can be added the same way as with a person. Simply start typing the name and select the unit from the search result list.

Note
For all selected persons and / or organisational units, the content will be available at their content listing, when it is saved.

Add group author

”Group author” involves a number of researchers working under a single group name. The name of such group can be added as author. In cases where a Group author has been added, personal authors can be flagged as hidden, using the Visibility-option aligned at each author.

The purpose is to make it possible to attach authors who are part of an author group but at the same time hide them in citation formats and listings. When hidden, only the name of the Group author will be displayed. When visible, their names and the Group author name will be displayed. Authors will be accredited in terms of the publication, for instance in reports no matter visible or hidden.

At least one internal author, of this group, must be added as author, to be able to save the submission. The order of the Group author in relation to the other authors can be specified using the arrows up and down.

Scenarios

Using the above it is possible to submit content with a number of different author constellations, for example content written in connection with a previous employment. This allows a personal user to keep a complete list of content regardless of when/which organisational relation it was written.

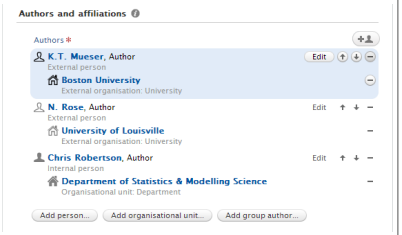
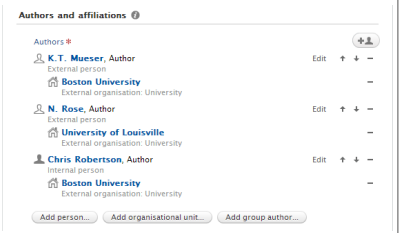
Author constellation / Scenario	Comments	Graphical display
Internal publication. Chris Robertson and all authors are internal, that is, currently employed at the current institution (though it may be different organisational units).	Origin: Written here (Flagged in content listing)	
Internal publication. Chris Robertson as internal - others as external; co-authors are employed at external organisations.	Origin: Written here (Flagged in content listing)	
External publication At the time of writing Chris Robertson was employed at an external organisation (But he wants this piece of content on his content list, e.g. for use with CVs and to keep his list complete).	Origin: Not written here (Flagged in content listing)	

Table 22 Author constellation / scenarios for template.

Content will in general be available (related to) any internal persons/organisational units. For example, when listing content related to Chris Robertson, all three scenarios will be listed. When listing content related to Department of Statistics and Modelling Science, only scenario 1 and 2 will be listed.

Related information

- Section 10.1.17 Workflow

10.1.5 Publication managed by

This selection decides which organisational unit who will be in charge of managing the content. Managing means being in charge of the quality assurance of the metadata and handling the workflow (if present).

This organisational unit may be someone else besides any organisational units added as author relations, for example a superjacent unit who is in charge of validation of content for a number of units. It would usually be set for the Personal user automatically.

The roles associated with managing the content would typically be an Editor of research output, so it is very important that such a role has been assigned relevant organisational units.

In the illustration below, the managing organisational unit has been set for the The Faculty of Social Sciences, which means that the Editor of research output will get a new task of validating/ the content.

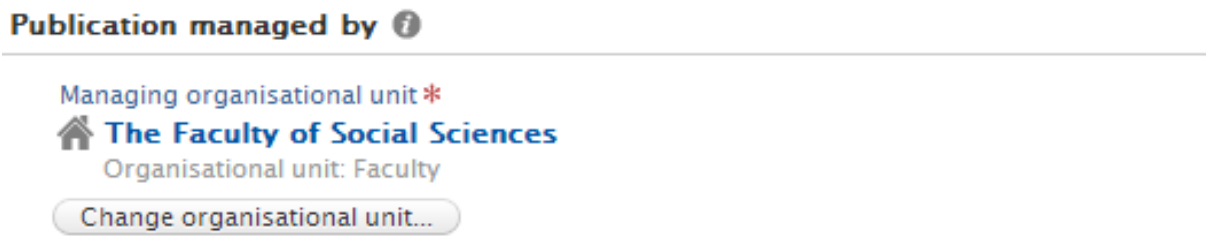


Figure 33 An organisational unit is selected to handle the workflow and what else editing is needed.

A managing organisational unit can also be set to any former organisational units, as the content might have been written when the Author had a previous employment relation to that. This would of course require that an Editor of research output is associated with this organisational unit, to receive the incoming task.

Only one managing organisation unit can be set.

Related information

- Section 10.1.17 Workflow

10.1.6 Journal

Journal in which the content has been published.

Add journal by searching for journal title or ISSN. As default the most frequently used journals for the academic are presented before searching.

Or create a new journal if needed and fill in information.

Sherpa RoMEO

Note
This feature is only available if a synchronisation with the Sherpa RoMEO database has been done by administrators of Pure.

If the selected journal is indexed in the Sherpa RoMEO database (And this information is synchronised into Pure), the matched colour along with the publishing policy, will be displayed at the Documents part of the template.

Related information

- Section 14 Full text documents and copyright/open access-issues in Pure

10.1.7 Publisher

Publisher by which the content has been published.

Volume, edition and place of publishing is common information to add here. But also an ISBN, which can be either printed or electronic for e-publications.

10.1.8 Host publication

Publication in which the contribution has been published, typically as a part-of contribution like a chapter in a book.

A host publication carries more or less the same information as a publisher. Though, it includes the option of adding one or more editors of the work.

If both the part-of contribution and the host publication itself is submitted to Pure they can be related using the Relations found in the template.

10.1.9 Publication date

Date of formal publishing of the content.

An "Early online date" can be added for some types of content. This tells if the content has been available online prior to formal publishing.

10.1.10 Keywords

One or more terms used to describe the current content. Terms may be picked from a structured list. or entered as free text.

Note
Keywords may not be present or may be present in various shapes.

Structured list

May also be known as a taxonomy or thesaurus and be present as a searchable list or hierarchy, which can be unfolded, usually from very general terms into narrower defined terms. May be structured according to different domains.

Free text keywords

Where keywords from a structured list may not be sufficient to describe current content it may be an option to add free text keywords, keywords defined by the author self.

Imported content from online sources can populate these fields with keywords as they are found in the online source.

10.1.11 Documents

Attach one or more files to the content. A typical example is a full text file of the content.

Publishing policy issues

When adding a journal to a publication, it is possible to see the Sherpa RoMEO colour right away, in the section where documents/files are attached. Here can also the current publishing policy of the publisher of the journal be found. The information is initially displayed in a compact form, but can be expanded to provide the full details. If the current colour/publisher allows that an electronic version of the current publication can be attached, this will be displayed above the colour.

Content that is considered open access, but still have no electronic versions attached, is presented as a personal task in the right hand side of the workspace, at the "My personal tasks" for personal users.

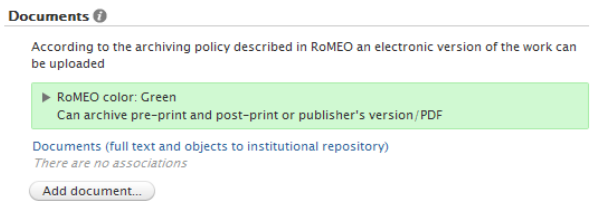

Documents
According to the archiving policy described in RoMEO an electronic version of the work can be uploaded
RoMEO color: Green
Can archive pre-print and post-print or publisher's version/PDF
Documents (full text and objects to institutional repository)
There are no associations
Add document...

Figure 34 A journal has been added to the template which is indexed as Green in the Sherpa RoMEO database.

Documents

When possible, the entire full text of the publication can be attached, to ensure it's future availableness. Documents are actually not limited to documents but can also be music files or datasheets etc.

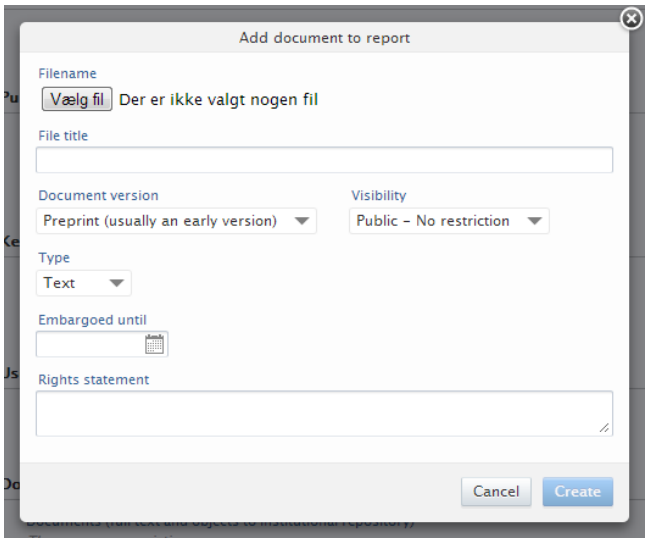


Figure 35 Options for adding a document. Due to the dynamic nature of Pure, this may vary a bit compared to the local version.

Feature	Description
File title	The uploaded file can be given a significant file title more readable for the human eye, if the original title is non-descriptive.
Document version	Can be set to Preprint, Author version etc. This can depend on the current publishing policy of the journal.
Visibility	Select where to make the file visible, e.g. public on a portal or backend from Pure only. Note, this has no effect on Embargo date, but if an embargo date has been set and reached, the selected visibility will be valid.
Type	Specify the type of file, i.e. Text or audiovisual product, software etc.
Embargoed until	Embargo date can be entered, again according to publishing policy. This will make sure the content not can be seen on portals/websites before this date. For example, by setting an embargo date of 1/1/2015, the file will NOT be visible on a public portal/website before this date has been reached. It will only be available when logged into Pure. When that date is reached the visibility of the content, as selected above, will be valid.
License	The content may be published according to a specific license, i.e. Creative Commons or other.
Rights statement	(Additional) rights statement for the content.

Table 23 Document upload information

Related information

- Section 14 Full text documents and copyright/open access-issues in Pure

10.1.12 Links

For relations to online content.

Links

Used to add links to the full text of the content (or other relevant information).

DOI (Digital object identifier)

Unique identifier that points to a permanent online location.

10.1.13 Bibliographical note

An optional field that can be used to enter notes about specific conditions or anything else that might be relevant to point out, regarding this submission.

10.1.14 Events

Content may have a relation to a event. This could be a conference or course, for example.

In any case, it is possible to add a relation to an event. If the event do not exist in Pure, it may be created and used.

10.1.15 Relations

Relations can be added to other relevant content in Pure.

This can be beneficial if content/subject has a cross-type connection. For example a piece of content can have a relation to other content, i.e. a follow-up article (Research output), or a relation to a conference (Activity) where the article has been presented perhaps as a Paper (Another Research output- or it could cover the results of the use of a specific piece of scanner (Equipment), which also could be related (In some versions of Pure).

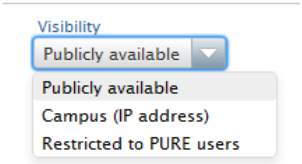
Relations can be visualised using the Graph of relations.

Related information

- Section 16.1 Graph of relations

10.1.16 Visibility

Content in Pure can be marked as having limited visibility (there are several degrees of visibility available).



Visibility is used to limit access to content, most often in relation to a PurePortal (Institutional website).

Visibility is available for all types of content in Pure and has as default three degrees available:

Visibility degree	Description
Publicly - No restrictions	Content can be seen by everyone. It may depend on the current publication or workflow state. Some customers allow all content to be seen independent of any state. Others prefers that only approved and published content is visible.
Campus - Restricted to a specific IP-range	Restricted to an IP-range, typically the Campus area.

Visibility degree	Description
Backend - Restricted to Pure users	Only visible from inside Pure. You need to login to Pure to see the content.

Table 24 Visibility degrees

A fourth degree is available on certain types of content:

Confidential - Restricted to associated users and editors	Content is only visible to users directly related: authors and roles with access rights to the content. It will be stated exactly who they are.

Note
Visibility can also be set for attached files documents (See Section 10.1.11 Documents).

10.1.17 Workflow

The workflow determines the assignment of the responsibility for handling workflow (send for approval / approve / validate) of the content, thus it is used to send content from one user for editing and other users for validation.

The approval / validation of content, using workflows, can be seen as part of a quality assuring process which aims to get and keep submitted data verified as correct and as up to date as possible, but also as a means for collaboration. Users with expert knowledge can be appointed Editor roles, which would allow them to add or supervise in e.g. getting the correct version of a fulltext of an article, if the users are experts in copyright policies.

A workflow can be specified for each content type in Pure - a workflow for outputs, projects, esteem, external collaborators, etc. Workflows usually exists in two variations, one for Research output, Activities, Projects etc. and one for all types of Master data (Journals, publishers, events etc.). The latter will usually only consist of two steps, while the first will be in three steps.

Workflow for personal users

The workflow has a start and end point, divided into a number of steps. The start point (step 1) is when a piece of content is being created. The content will then be in the workflow state of Entry in progress in which it can remain (and be continuously re-edited) until no further editing is necessary. As long as it is in the state of Entry in progress, it is also shown as a Personal task. Once no more editing is necessary, it must be set in workflow state step 2: For validation. The responsibility of the content is now pushed to another user who can control the content and makes sure everything looks fine. At this point, the number of personal tasks, regarding your Research outputs will also decrease by 1. Table and illustration below will summarise this information.

Editors can at any time within the workflow process return the content to the previous (or first) step. This can be useful if further information is needed from the submitter. A comment explaining the reason for the change of workflow state can be added as well. See section *Communication in workflows* below for more details on this.

Two steps are available for all personal users:

Workflow step status	Description	Note
	The submission has been created, and is now in the state of "Entry in progress". However further details can continually be added to the template, simply by reopening it.	The responsibility for the content of the template is at your hands. The content is still listed at "My personal tasks".

Workflow step status	Description	Note
For validation	When no further details can be added to the template, it must be send for For validation. An Editor of research output will now take charge of the content and verify the information.	The "My personal tasks" will now be empty / one item lower.The responsibility of handling the content is now pushed to the Editor of research output for further quality assurance.

Table 25 Workflow steps in Pure

Personal user	Editor of research output

Table 26 Workflow process in Pure

Tip

The "Workflow" filter can be used to identify content with status step approved or validatedFor validation. It allows the user to identify whether it has been sent forward or returned in the workflow.

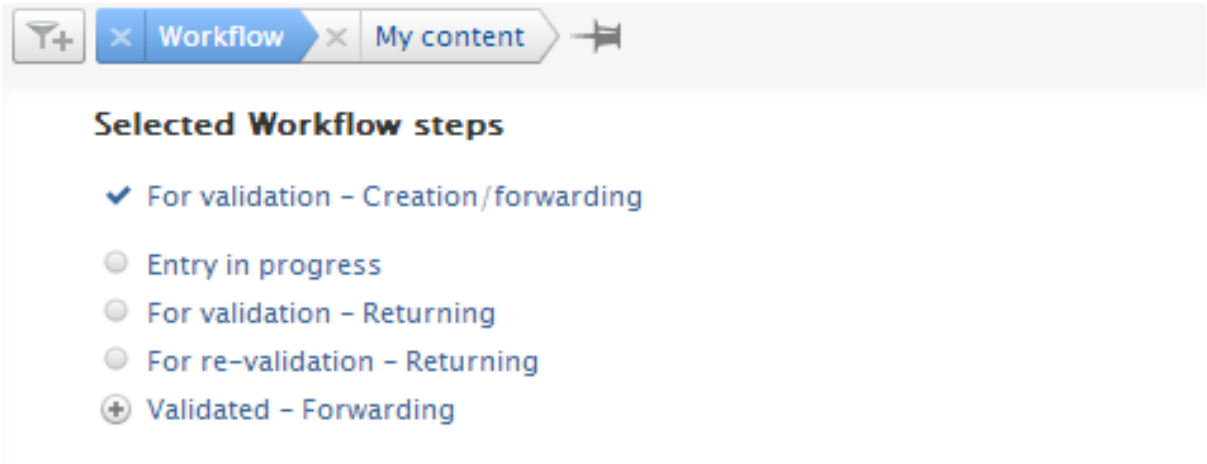


Figure 36 Workflow filter. Here, only content that has been sent for validation by the creators of the content are filtered out. (1st. green arrow in illustration above). The content that has been returned to the creator (Red in illustration above) would be filtered out using filter setting "Entry in progress".

Note

Due to the dynamic nature of Pure, the steps displayed above may not reflect how your version of Pure looks. But the principle remains the same.

Related information

- Section 7.3.1 Task: Pending Research output
- Section 10.1.17.2 Communication in workflows
- Section 10.1.5 Publication managed by
- Section 10.1.4 Authors and organisations

10.1.17.1 Confidentiality

Support for making selected outputs, projects or funding confidential, making them accessible only to the authors or participating persons, editors and administrators of the content.

Research output, projects and funding can be marked as confidential using the visibility drop down in templates.

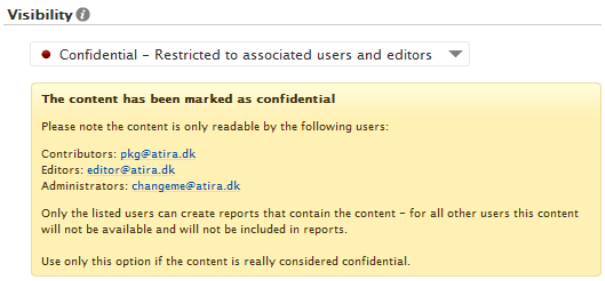

Visibility
Confidential – Restricted to associated users and editors
The content has been marked as confidential
Please note the content is only readable by the following users:
Contributors: pkg@atira.dk
Editors: editor@atira.dk
Administrators: changeme@atira.dk
Only the listed users can create reports that contain the content – for all other users this content will not be available and will not be included in reports.
Use only this option if the content is really considered confidential.

Figure 37 When visibility is set to confidential, a message informs which users that can access/see the content.

Content can *only* by accessed by users directly related, editors of the content at organisational level and administrators.

Confidential material will *not* be available during reports, unless the report is created by users with rights to access the confidential content.

Confidential material will *not* be available at portals/websites.

Note
Trusted users **can**, when they access a user with confidential content, also see the confidential content.

10.1.17.2 Communication in workflows

At any step in the workflow comments can be added to the content.

Throughout the workflow process it is possible to communicate using the template's build-in Comments option. This is located both at the bottom of the metadata-tab window and in the designated History and comments-tab. At the later, it can be marked exactly who should receive the comment. In the first, the comment will be send to all related users.

Figure 38 Comments can be added both when forwarding (green arrow) or returning (red arrow) the content in the workflow

Related information

- Section 10.1.17 Workflow

10.2 Metrics

Bibliometric values (Citations) can be imported from Web of Science when Research output is imported, using Pure's import functionality.

These values will then be available from the "Metrics" tab on the Research output template.

Impact factors and citations can also be imported into Pure by Administrators of the system, and thereby be available without import of Research output.

Citations and impact factors

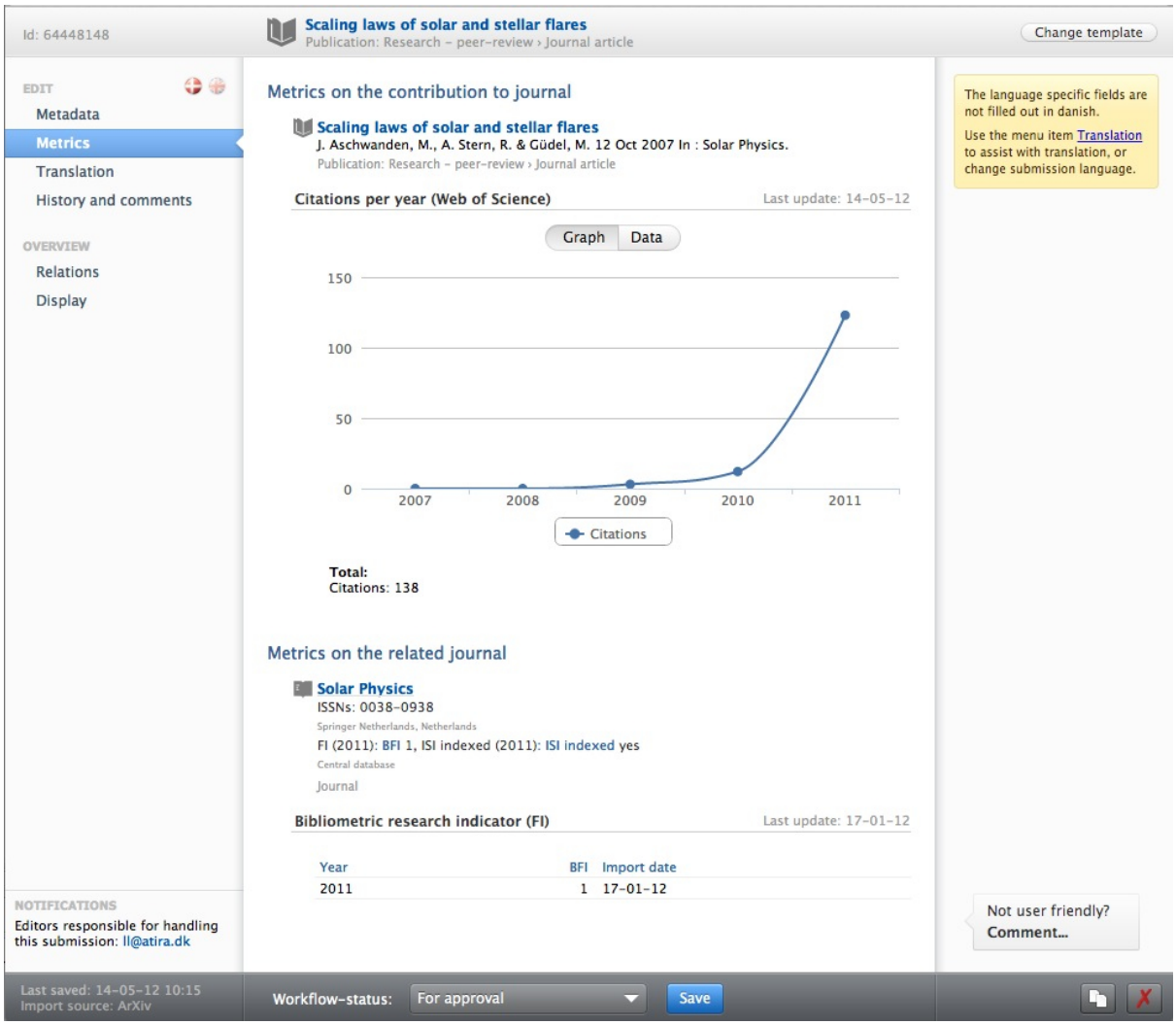


Figure 39 An example of citations and impact factors on a journal article

10.3 History and comments

All templates have an designated area with 3 purposes: 1) A comment area where comments can be added to all or specific contributors / editors of the content. 2) A log of all editing activities of the content. 3) An area for Long term preservation information.

Comments

A comment can be added and directed towards one or more related persons, both academics and editors, of the content. All related persons are present in the Comments area and it can be marked who should receive the comment as a message.

This can be very useful for example when returning / forwarding content, using the workflow.

All comments are send out as Messages to the affected users.

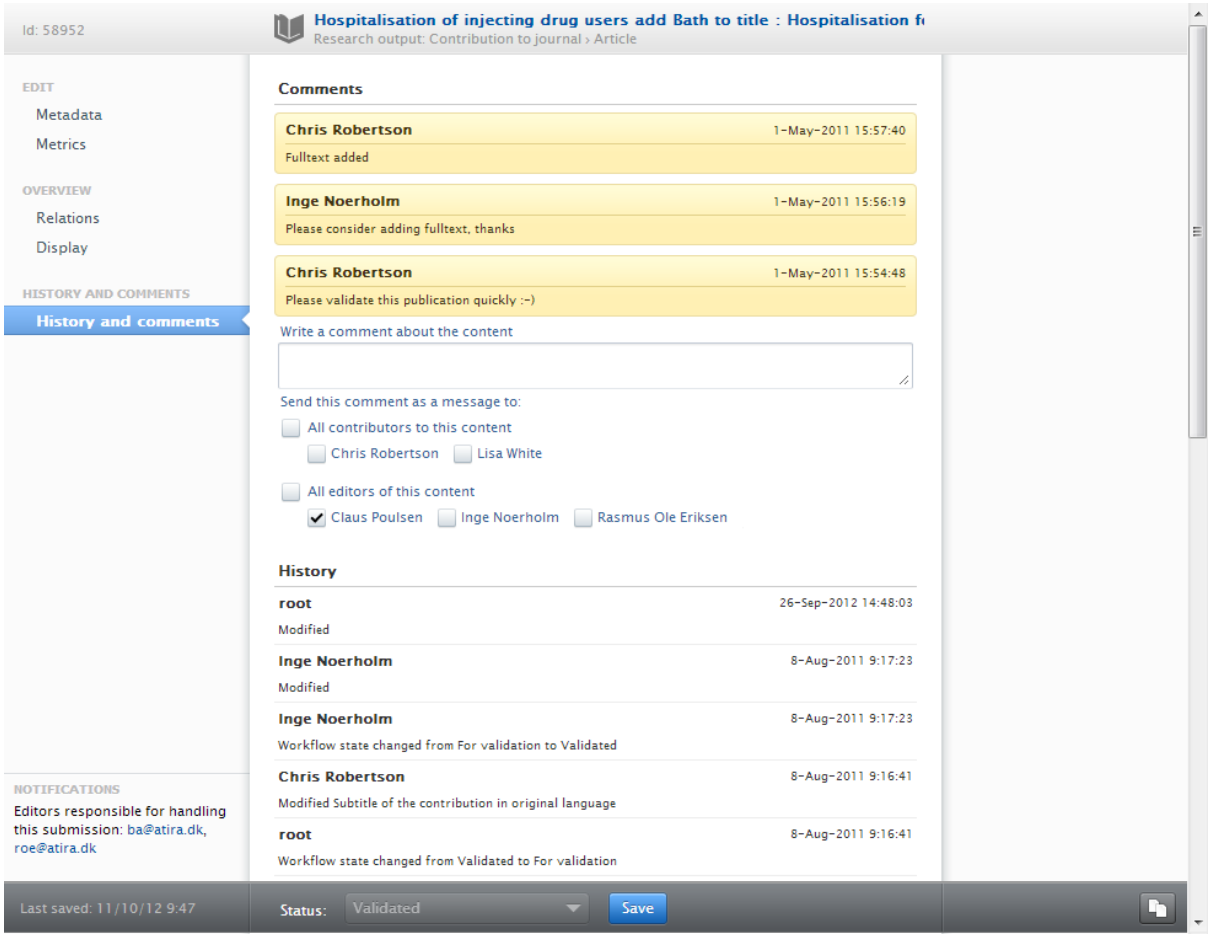


Figure 40 An example of history and comments on an Article.

History

A simple log of who has done what with the content with a time- and date stamp as well as user name.

Long-term preservation

If the content is synchronised into an LTP-system (Repository), this information will be present here.

11 Activities

Activities in Pure cover a range of awards, esteem, participations, engagements, editorial work and media appearances a.o. that a researcher can organise, participate in or in other ways be involved in.

Activities are divided into a number of templates, each with a number of template types. An example is an Award, which could be a Prize or a national/international honour. A Conference participation can be

Relations to Events and Organisations

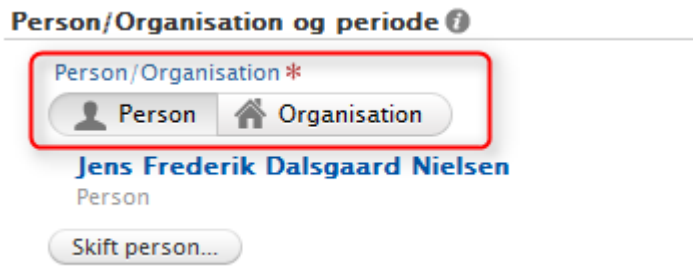


Figure 41 Select your person or your organisation as responsible for the activity.

Most Activities can be related to one or more Events, for example a specific conference. Or a Prize can be awarded at a specific Event - or by an Organisation.

All information about the Activity is gathered in a range of metadata fields in templates, each designed to carry exact information on the specific piece of content. Please refer to Section 10.1 Metadata for further information.

12 Projects

Projects in Pure comprises three types of content: projects, applications and awards, each with their own template carrying detailed information.

Pure does not necessarily contain all three types. Which to be included in your Pure is decided at the institutional level.

The project itself can therefore stand alone in Pure without relations to applications or awards. Otherwise it may be related to either an award - or both an application and an award.

Project information	Description	Comment
Classifications	The type of Project, its business nature and any keywords	
Identification	Allows for description of application as well as option for linking to source system ID	Source system ID; the ID number from the source system if integrated with such as system; e.g. SAP, pFACT, Agresso, FP7 etc.
Participants	Primary investigator (sponsor), Co-investigators, other internal academic participants, participating research students, external collaborators (private sector, universities, etc.)	Their role, academic ownership and period involved can be defined.
Project managed by	Organisational unit in charge of the Project	
Collaborative partners	As 'lead'-partner is the project-owning institution.	Additional collaborative partners can be added of which one can be marked as 'lead'-institution
Life cycle	Start and end dates of project	
Files and links	Any files relevant to the project	Different versions can be stored individually
Related applications and awards	Any applications and awards that might be related to the project	
Relations	The project's relations to other content in Pure; its outputs (e.g. a journal article, conference contributions, or similar), equipment, student theses, press clippings, impacts, prizes, awards, or other esteem, etc.	Manually added relations.
Budget & expenditure (Financial overview)	The budget in the same spending categories as in the finance system and as money is spend, the related transactions recaptured from the finance system and brought into Pure via the systems integration setup between Pure and the finance system	Spending is usually aggregated into spending categories, but the level of granularity can be determined by the institution.
Keywords	Option for adding keywords to the Project	

Project information	Description	Comment
Visibility	Access settings	Controls external access outside of Pure

Table 27 Information on Projects in Pure

The project template contains information about the project itself: a.o. a brief description, related participants and any related collaborators. An application template, for funding of the project will a.o. hold information on the related applicants, any collaborators, amount applied for. And an award template holds information on a.o. on the actual granted funding.

The project (and award, application) are most often used as a "view model", simply meant to get an overview of data, e.g. participants or budget and expenditure, if available. And if so, the data is synchronised.

Note
Synchronised data in templates has this icon ↻ next to it. This also means that if the data needs to be changed, it must be done in the external system from where the data is synchronised.

However the templates may be enriched by manually adding relations to other content in Pure. For example, a project may result in a number of research outputs or activities related to the project.

Relations
Parent project
There are no associations
Add project...
Projects
There are no associations
Research outputs
Association of self-reported alcohol use and hospitalization for an alcohol-related cause in Scotland: a record-linkage study of 23 183 individuals
Research output: Contribution to conference › Paper
FDG-PET can evaluate the treatment for fungal liver abscess much earlier than other imagings
Miyazaki, Y. , Nawa, Y. , Nakase, K. , Kohashi, S. , Kadohisa, S. , Hiraoka, A. , Miyagawa, M. , Yasukawa, M. , Hara, M. & White, L. F. Dec-2011 In : Annals of hematology. 90, 12, p. 1489-1490. 2 p.
Research output: Contribution to journal › Article
Hospitalisation for an alcohol-related cause among injecting drug users in Scotland: Increased risk following diagnosis with hepatitis C infection
McDonald, S. A. , Hutchinson, S. J. , Bird, S. M. , Robertson, C. , Mills, P. R. , Dillon, J. F. & Goldberg, D. J. Jan-2011 In : International journal of drug policy. 22, 1, p. 63-69. 7 p.
Research output: Contribution to journal › Article
Response to drug treatment in newly diagnosed epilepsy: A pilot study
Clippings

Figure 42 Adding relations from the current project to research outputs in Pure. Note, the look-up box contains, as default, content that is related to the participants on the project (if any available). The relations can also be made from the research output to the project.

The project is considered the main information type as it aggregates all information from the application and awards, directly related to this.

The aggregated view is the default layout when a project is opened. This is called the reading layout, symbolised by this icon: 👁. The reading layout tries to show all relevant information in one page/place. Each value in this layout can be clicked upon which will lead to the field containing the value. This is called the editing layout (This icon: ✎). Depending on whether or not the value is synchronised into the template, it may be edited.

Note, that underlined information in the reading layout provides access to open the content directly in a new window.

Applications can be created manually from the **Editor** → **Projects**.

Overviews

There are two types of overviews:

Listing

List can be sorted or filtered according to a number of different criteria. The list can be exported in various formats as well, based on the currently selected filters and sorting. The list can be searched and selected elements from the list can be marked as Favourites.

Columns

A highly dynamic and detailed overview. Columns can be sorted by pressing the heading of each column. Their order can be rearranged by clicking and holding the mouse while dragging the column to its new placement. Columns can be removed or added using the ⚙-icon, next to the view buttons.

The columns can be searched and selected elements from the list can be marked as Favourites.

13 Datasets

Large collections of data, e.g. databases, survey data, observations, measurements and other results from experiments etc. can be organised, uploaded and preserved using Pure and presented e.g for further reuse and collaboration on a PurePortal.

Note
The Datasets content type is only available if enabled by Administrators of Pure.

Dataset main content	Description	Comment
Identification	Title, description and optional ids	
People	People or organisational units responsible for the dataset	
Dataset managed by	Organisational unit in charge of the dataset.	
Date made available	Date of release of the data.	
Publisher	Any publisher in charge of publishing the dataset.	
Access to the dataset	Determine any limitations or restrictions to the dataset.	Note, this is on an informative level only and does not affect any uploaded file.
Dataset location	Add DOI or url-link that points to the dataset or more information. Or upload a file with the data.	
Access contact details	Persons to contact regarding the dataset	
Relations to other content	Descriptive terms.	Projects, equipments, outputs, activities or other datasets, where the dataset may have been used, e.g. as foundation for a research article.
Visibility	Availability of the dataset.	

Table 28 Main information on datasets in Pure.

Datasets can be stored for public availability at a connected PurePortal, or it can be stored so that it can be accessed only from within Pure.

14 Full text documents and copyright/open access-issues in Pure

Information about how to handle and monitor full texts in relation to SHERPA RoMEO publishing policies.

Depending on a journal's publishing policy, you can upload a full text version of the specific piece of content that is being added to Pure. For example, if an article for a journal is being added, the article's full text can be uploaded to the template and be available e.g. for download on a portal. This may help communicate and exhibit your research.

Uploading full texts in accordance with a publishing policy

Pure has functionality for handling the entire process. This includes 4 small steps.

1. Add a journal/publisher to a template.
2. The added journal/publisher is then instantly located (if it exists) in the SHERPA RoMEO-database that holds publishing policies for a wide range of journals/publishers.
3. The publishing policy is extracted and presented directly in the template, using a combination of colours and text, above the Documents-section.

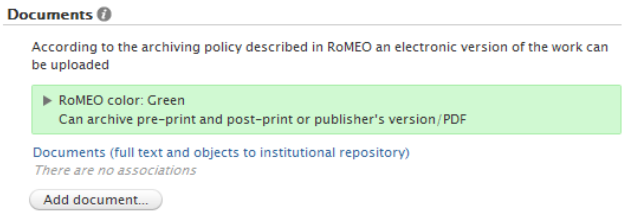

Documents
According to the archiving policy described in RoMEO an electronic version of the work can be uploaded
RoMEO color: Green
Can archive pre-print and post-print or publisher's version/PDF
Documents (full text and objects to institutional repository)
There are no associations
Add document...

Figure 43 Presentation of the extracted publishing policy from SHERPA RoMEO. The information is initially displayed in a compact form, but can be expanded to provide the full details.

The colours are divided in 4 different definitions (See http://www.sherpa.ac.uk/romeoinfo.html#colours for more information):

RoMEO colour	Archiving policy
Green	can archive pre-print and post-print or publisher's version/PDF
Blue	can archive post-print (ie final draft post-refereeing) or publisher's version/PDF
Yellow	can archive pre-print (ie pre-refereeing)
White	archiving not formally supported

Table 29 Definition of SHERPA RoMEO colours

Note, Pure displays the official policy rights found at the SHERPA RoMEO website. To get more exact conditions and policies on when a full text may - and in which version - be uploaded, you should consult advice from your own organisation.

4. By being given this information, the submitter can then attach a full text in accordance with the presented publishing policy. This includes:
    1. Document version; author-version, pre-print-version etc.
    2. Embargo date; This relates to the visibility of the file (e.g. on an organisational web portal). Set the desired visibility for the file, for when the embargo date expires. For example, by setting an embargo date of 1/1/2013, and a visibility to "Publicly accessible" the file will be visible on 1/1/2013. Until the embargo date is reached, the file is inaccessible (e.g. from the web portal).

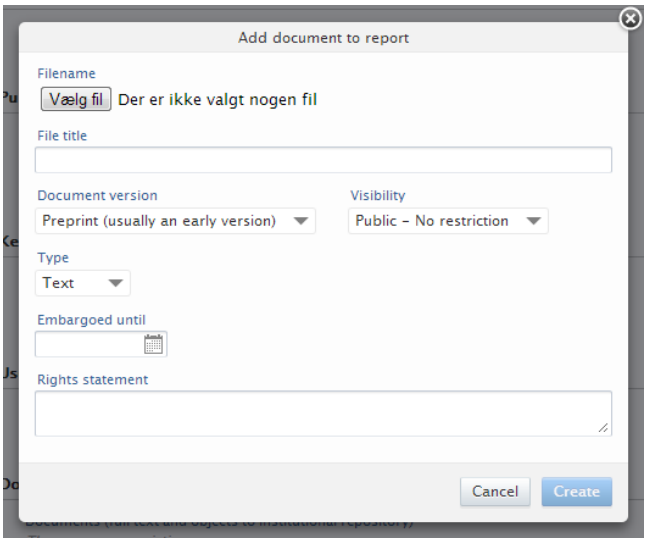


Figure 44 When adding a full text (Or other type of file), it is possible to specify details in accordance with the publishing policy.

3. A manual control of embargo date can also be handled, by setting the visibility of the attached file to a level other than "Publicly accessible". At a future date, this visibility can then manually be changed to "Public accessible".

Related information

- Section 10.1.6 Journal
- Section 10.1.11 Documents
- Section 7.3.2 Task: Open access Research output without full text

15 My CVs

15.1 Curricula Vitae (CV)

A Curricula Vitae can hold content from Pure as Research output, Activities, a person's profile information and custom text sections.

CVs can either be private or public or specialised as a highlighted content CV.

Type	Purpose	Limitations
Public	The public CV is used for presentation on the public portal. Once the CV is published it is available on the public portal.	It is only possible to have one of these CVs.
Private	The private CV can be used to export your selected data from Pure to PDF and Word. **Tip** Create CVs for different purposes: One for different funding bodies, one for students, one for an external profile page, etc.	Multiple CVs can be created.
Highlighted content CV	Highlighted content will be available as part of your personal profile in the public web portal, if this is part of your	It is only possible to have one of these CVs.

Type	Purpose	Limitations
	Pure. Once it is published it is available on the portal.	

Table 30 CV Types in Pure

Note
Private / Non-published CV's are confidential and only visible to the CV owner as well as related curriculum vitae roles Administrator of Curriculum Vitae and Editor of Curriculum Vitae.

A CV is build from a number of sections, each containing a specific type of information.

When a new CV is created a number of sections can be selected thus creating a basic CV. This may in some cases be enough for a complete CV.

Additionally you can add a new section, specify what content it should hold - e.g. publications - and choose certain settings for that section. In addition to such content-sections, you can also add free text sections and headlines in order to form a complete CV including narratives.

Sections

When hovering the mouse on the CV the below icon will show between existing sections:

This icon shows that additional sections can be inserted. Select from the types below.

Type	Description
Personal information	Select from these options • Your personal profile from Pure Either your standard information (Name, picture, organisational affiliation etc. or a custom build one, where you can edit text from the profile. • Profile information One or more headings and content from the Profile information in your person template. Any changes that needs to made to this text must be made in the person template. Alternatively, a custom text block can be inserted instead.
Lists of your content from Pure	Add any type of content to the CV. Options will only show for the types where you actually have some content. If you do not have any activities, then the option is not present. Create an Activity first and afterwards, this can be added to the CV. Administrators of Pure can configure which types of content that should be allowed to add.
Text	Select any of these custom text options. • Heading Additional custom heading in the CV • Text section Additional text block for free text

Type	Description
	• Periodic list Option for adding a range of periodes, e.g. a listing of years. For each year a text can be entered. Useful for a list of previous employments, for example.

Table 31 Types of sections that can be added to the CV.

Sections can be moved up and down in the list or removed completely using the icons illustrated below:

Icon	Description
	Arrows will move the sections above the overlying sections or below the underlying sections. Or use mouse to drag and drop an sections to an arbitrary place in the CV.
	Remove sections from CV

Table 32 Move sections in CV.

They will become available next to each sections, when hovering the mouse above.

Editing section settings

All sections in the CV can be edited further using the button, next to each. Types of content have these settings:

Header	The heading of the list of content.
Filters	Limit to number, type, peer review (on Research output), and years.
Display	Show the CV in the selected format (E.g. APA, Short, Long, Harvard etc.) and select order of content (E.g. alphabetic on title or by type, year etc.). Content can also be listed as a numbered list and with or without the type of content printed. (The listing may be limited to a specific type of content and this information may then be redundant, for example).
Dynamic / Static list	Two different types • **Dynamic (Default)** In a dynamic CV content listing is updated each time new Research output has been added to your content, and if it matches any filters set. This way your CV will always be up to date. • **Static** In a static CV each item in a list, e.g. for Research output is editable and can be re-arranged in order. This order is maintained even if additional s regardless of new additions. You will then be notified about this

	and can select to add these to the CV as static items in the list. You can also search and add existing content. This way you will have complete control of content in the CV.

Table 33 Settings for content sections.

Editing other sections will simply allow for change of existing text.

After completing the editing of these sections, simply press the Edit button again.

Export / publish CV

When the private CV is done it can be exported in either PDF or Word format. A public CV can be marked as Published, which will make it available on the institutional portal.

Copy / delete CV

A private CV can be duplicated in order to avoid starting over if a nearly identical CV is needed. All types of CVs can be deleted. Both actions are found in the bottom right corner of the CV window.

Tip
A screencast, that will teach you about CVs, are available when logged into Pure.

16 Visualising relations

16.1 Graph of relations

All relations between a specific piece of content to other content in Pure can be shown graphically.

This functionality is available from either the gear icon (⚙) in content listings, which will centre the selected piece of content - or from the personal overview screen, which will centre the author itself, as default.

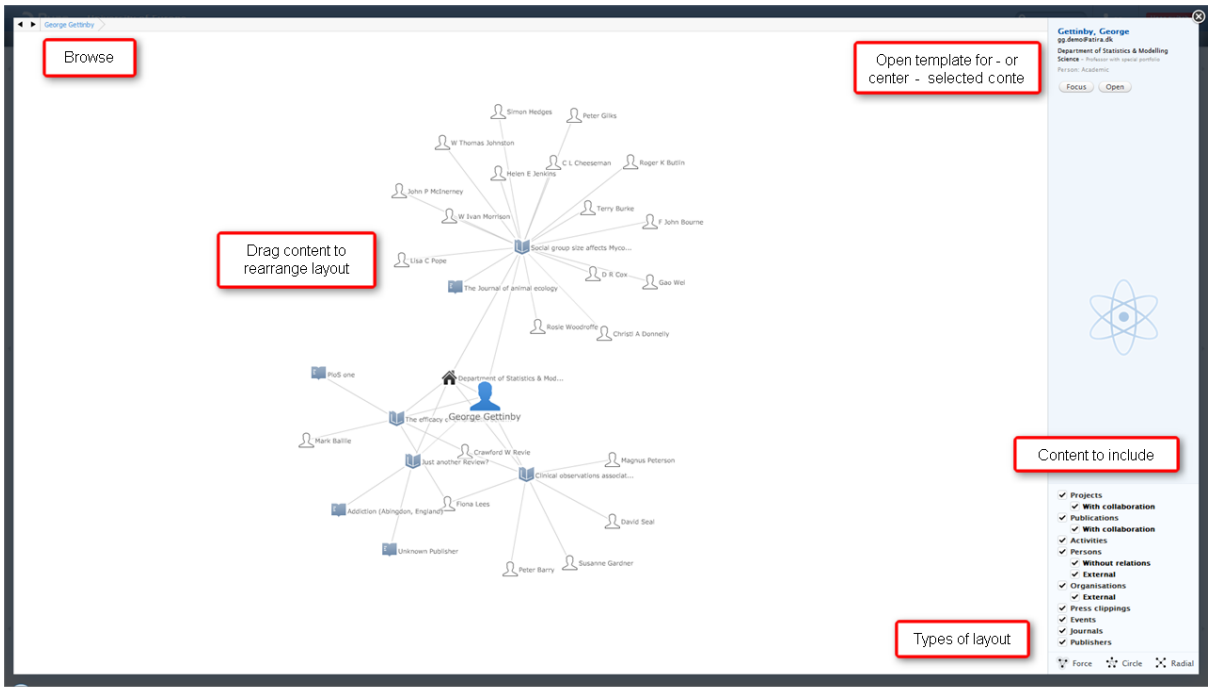


Figure 45 Graph of relations in Pure. The author is in focus, and relations to a number of types of content in Pure are shown.

Each piece of content can be dragged around the screen and the layout can be re-arranged. Alternate preset layouts are available as well.

Content shown can also be double-clicked upon, which will focus on this content and reveal relations going from this. Thereby it will be possible to do a kind of subject search in Pure - simply by showing a journal article on a specific subject. By following relations to the authors of the article, their content can be displayed too. If it assumed that the co-authors of an article, at least to some degree, are writing about equal or closely related subjects, the relations can then be used to explore more. All displayed content can be opened in their template, which will show more details on the content.

The amount of content in the graph screen can increased or decreased by selecting or de-selecting the types of content. If the piece of content in focus is heavily related, the amount of relations will as default be limited, but they can gradually be added.

Note, that many relations are created automatically in Pure, but quite a range of relations can be added manually as well. The more relations created, the more rich a graph will be displayed.

Related information

- Section 10.1.15 Relations

17 Tutorials

18 Adding content to Pure

Content can be added in three ways to Pure:

Method	Description
Manually, using the submission guide	Content can be added manually into a template, through a number of input fields. See Section 18.2 Create from template using the Submission guide.
Import from online source	Your Research outputs might be available from an online source, that Pure has access to. If this is the case, an import of this could save a lot of time. See Section 18.4 Import from online source.
Import from file	If Research outputs are available from an online source or other database that Pure do not have access to, content from these sources can often be downloaded in either RIS or BibTeX formats and can then afterwards be imported into Pure, either by uploading the text or pasting it directly into a text field. See Section 18.3 Import from file: RIS- and BibTeX-formats.

Remember
Remember to check if the content already exist! See Section 18.1 Before you add content.

Related information

- Section 10 Research output

18.1 Before you add content

It may be a good idea to check if the content already exist in order to avoid duplicates - and wasting own time.

1: Check your messages.

This might be the case if one of your co-author(s) has submitted the content prior to you. A message and potentially an email-notification (from Pure) will be sent to all added co-authors of the publication, when being added to content by another person.[1]

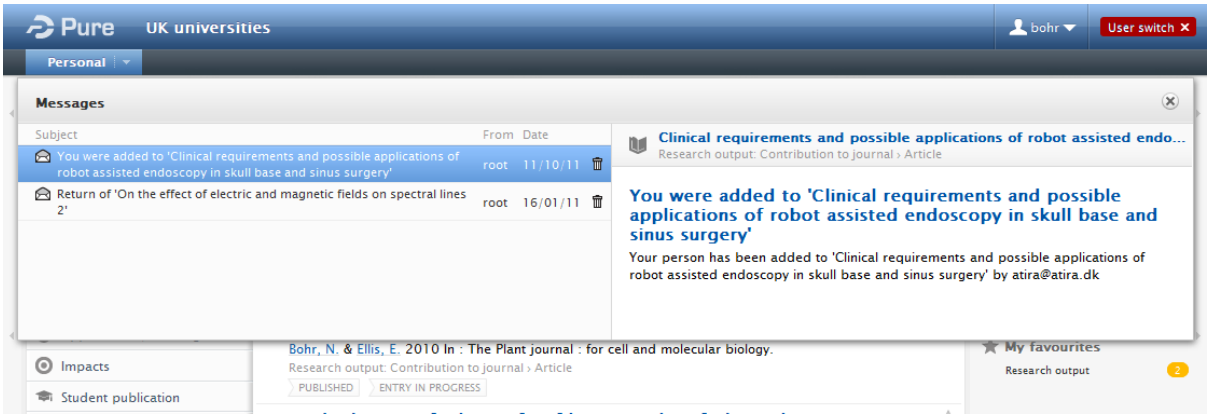

Pure
UK universities
bohr
User switch
Personal
Messages
Subject
From
Date
You were added to 'Clinical requirements and possible applications of robot assisted endoscopy in skull base and sinus surgery'
root
11/10/11
Return of 'On the effect of electric and magnetic fields on spectral lines 2'
root
16/01/11
Clinical requirements and possible applications of robot assisted endo...
Research output: Contribution to journal › Article
You were added to 'Clinical requirements and possible applications of robot assisted endoscopy in skull base and sinus surgery'
Your person has been added to 'Clinical requirements and possible applications of robot assisted endoscopy in skull base and sinus surgery' by atira@atira.dk
Impacts
Student publication
Bohr, N. & Ellis, E. 2010 In : The Plant journal : for cell and molecular biology.
Research output: Contribution to journal › Article
PUBLISHED
ENTRY IN PROGRESS
My favourites
Research output

Figure 46 A message telling you that you have been added to a piece of content. You can open the content from the message and view it.

An example: John Smith adds a journal article to Pure and adds his co-authors James Murphy and Jim Jones as authors to the template. Both will, upon saving the content, receive a message in Pure (and an e-mail notification as well, if this option is enabled) providing them with information about:

1. that they have been added to a piece of content in Pure. This way they don't have to add the content themselves, as the content automatically will be visible on their personal list of outputs.
2. a link to the content. This will allow them to open the template and take a look at the submitted content. This way, they can inspect the content for any errors or missing information. They can now collaborate about getting the best possible data quality.
    - It is possible for you to exchange comments as well, by using the **History and comments**-tab. A comment can be send to one or more authors, simply by clicking on the names in the list.

Figure 47 A comment can be send to one or more related persons.

2: Search for the content in question.

By removing or editing the filter "My content", you will get access to all content in Pure and can now search after the content you intend to submit.

[1] This person may also be a user in Pure with rights to add content on your or your co-authors behalf.

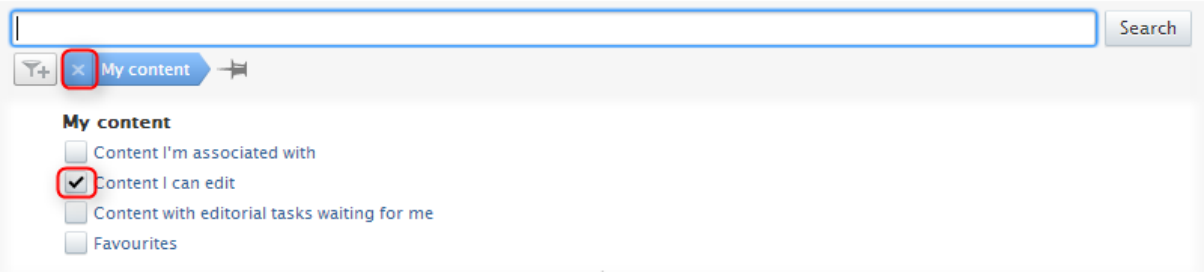


Figure 48 Filter to remove, either the setting or the filter itself (Marked by red squares).

If it is found this way, it can be claimed which will make sure it will rightfully be related to your profile. See Section 7.5 Claim / disclaim a Research output for more information on how to claim content.

3: Monitor title duplicate check in template

Another option is that when a title is entered in a template, Pure checks for title duplicates dynamically while you type. But even though a duplicate title is found, this does not necessarily mean that it is the same content. You can therefore inspect it by pressing the title to open it. If it is the same content just close the template you are working on.

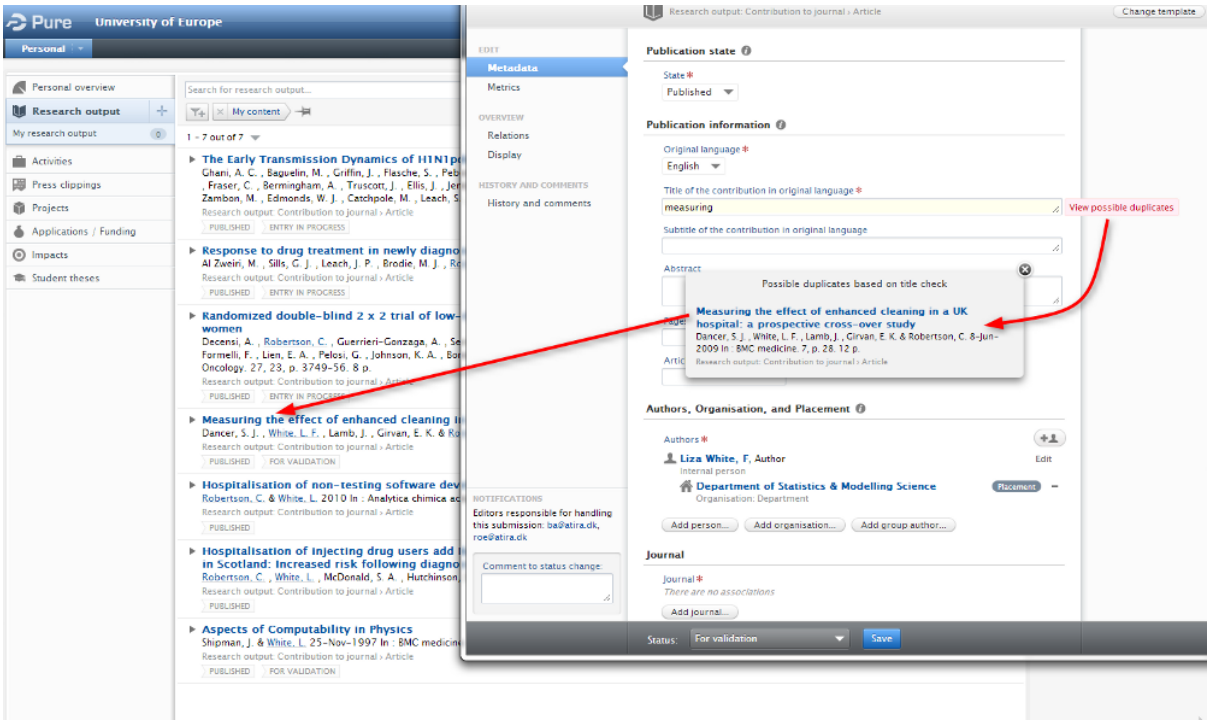


Figure 49 If Pure detects a title similar to the one you are working with, it will tell you and you can inspect this to check if you are about to add existing content.

18.2 Create from template using the Submission guide

This tutorial guides you through the process of selecting the right template.

Before you begin

It is required that you are logged in as Personal User in order to complete this tutorial. (Though, some Editor-roles and Administrators can also create content, on behalf of other users)

About this task

To create content press the [Add new item]-button. This opens the Submission guide in a new window.

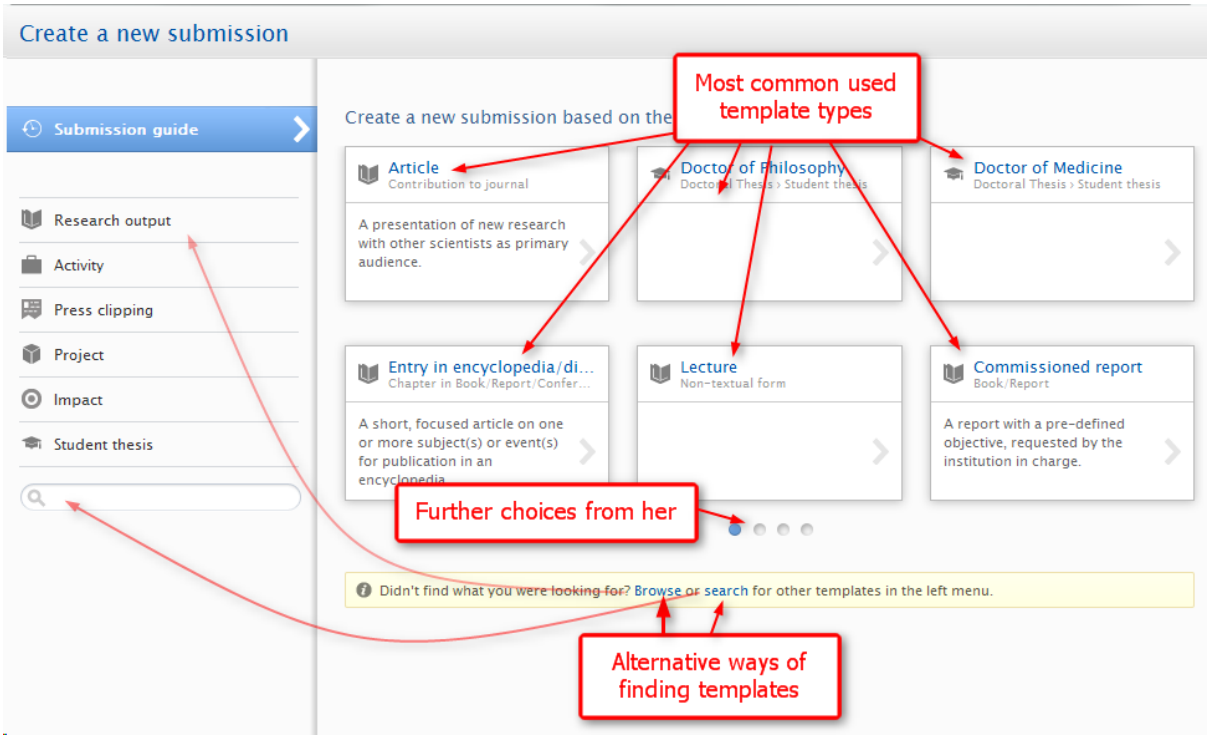

Create a new submission
Most common used template types
Submission guide
Create a new submission based on the
Research output
Activity
Press clipping
Project
Impact
Student thesis
Article
Contribution to journal
A presentation of new research with other scientists as primary audience.
Doctor of Philosophy
Doctoral Thesis › Student thesis
Doctor of Medicine
Doctoral Thesis › Student thesis
Entry in encyclopedia/di...
Chapter in Book/Report/Confer...
A short, focused article on one or more subject(s) or event(s) for publication in an encyclopedia
Lecture
Non-textual form
Commissioned report
Book/Report
A report with a pre-defined objective, requested by the institution in charge.
Further choices from her
Didn't find what you were looking for? Browse or search for other templates in the left menu.
Alternative ways of finding templates

Figure 50 Different ways of finding the right template and type

Procedure

1. **Submission guide.** This lets you choose from the latest used templates/types. The first time you see this, you will not yet have used any templates, so the list is based on the most common used types for the organisation. When you start using templates, these will automatically be available as the most recently used and available for selecting at once. If more templates are selected, than can be showed on the screen, it is possible to browse through the list, using the circle icons.

2. If you can't find the template you are looking for, you can either start browsing through a hierarchical category system - or simply try and search for it, using the search field.

   Tip
   All templates and types contains a description. This description can be helpful, when doubting which template is correct to choose and use. Hold the mouse pointer above each template or type for about a second to reveal a description of these.

18.3 Import from file: RIS- and BibTeX-formats

Reference managing software such as Reference Manager and RefWorks a.o. as well as online sources which Pure still can not access, can often export records in either RIS or BibTex-formats (BibTeX is native format of references in LaTeX). This export can either be saved to a file or simply copied. Afterwards, it can be added to Pure either by uploading the file with the exported content or by pasting the information directly into a text-field.

Before you begin

To import publications from file, you must be Personal user (Also Administrator, Administrator of- and Editor of research outputs and Submitter of Research output can do this on behalf of others.

About this task

To import content from a file, press the big [Add new item]-button. This opens a template chooser in a new window. Select Research output and afterwards "Import from file". Select the desired source.

Procedure

1. **To upload a file,** select the "Browse"-button and select the wanted file.
2. **To paste text**, copy the text from the source and paste it into the "Paste text"-field.
3. Click "Import" next.
4. Browse through the results (if more records have been imported) to locate the wanted publications.
5. **To import the publication**, click on the Import-button.
6. **Authors** - A list of the authors of the publication and a list of possible matches of internal authors from Pure are now setup against each other. This makes it possible to match the right Pure-authors to the current publication.
    1. It can be necessary to use the dropdown-box to select the right author, in case that authors are matched nearly identical.
    2. The same with either Journal or Publisher.
7. **To edit/save the publication**, click the Import-button

    The information should now be imported into the right template. Alternatively, you must use the template chooser to select the right template.
8. **To proceed and finish the import**, select the next workflow step, and press Save

18.4 Import from online source

Research output can be imported directly from an online source into a template.

Before you begin

To import publications from online source, you must be Personal user (Also Administrator, Administrator of- and Editor of research outputs and Submitter of Research output can do this on behalf of others.

About this task

To import Research output from online source, press the [big green button]. (Editors can also select "New", from the editorial "big menu" overview).This opens a template chooser, in a new window.

Tip

Also available as screencast: How to import content from online sources

Procedure

1. **Select source** - Select Research output and afterwards "Import from online source". Select the desired source.

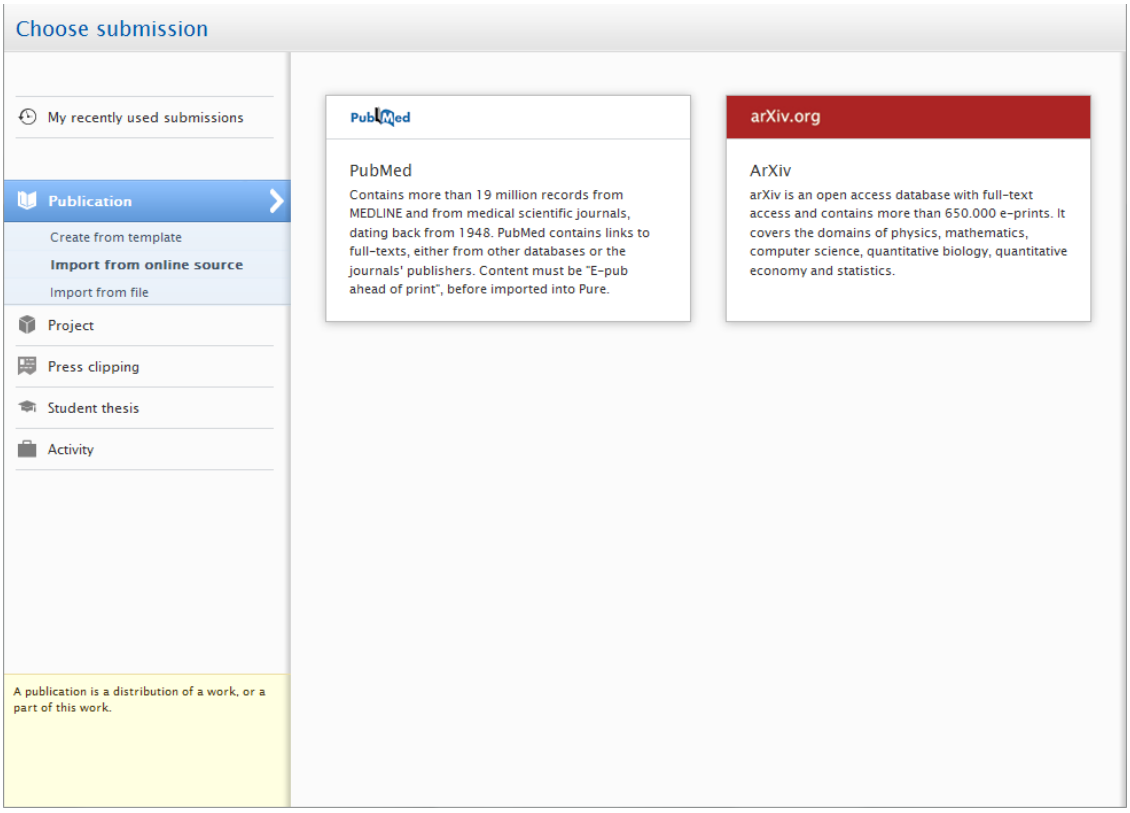

Choose submission
My recently used submissions
Publication
Create from template
Import from online source
Import from file
Project
Press clipping
Student thesis
Activity
A publication is a distribution of a work, or a part of this work.
PubMed
PubMed
Contains more than 19 million records from MEDLINE and from medical scientific journals, dating back from 1948. PubMed contains links to full-texts, either from other databases or the journals' publishers. Content must be "E-pub ahead of print", before imported into Pure.
arXiv.org
ArXiv
arXiv is an open access database with full-text access and contains more than 650.000 e-prints. It covers the domains of physics, mathematics, computer science, quantitative biology, quantitative economy and statistics.

Figure 51 Select the online source to import from. Note that more sources might be available here.

2. **Search** - Select appropriate search terms. Below the search field, for every source, a few hints on how to search is displayed. For more elaborated examples, please refer to the pages following this tutorial.

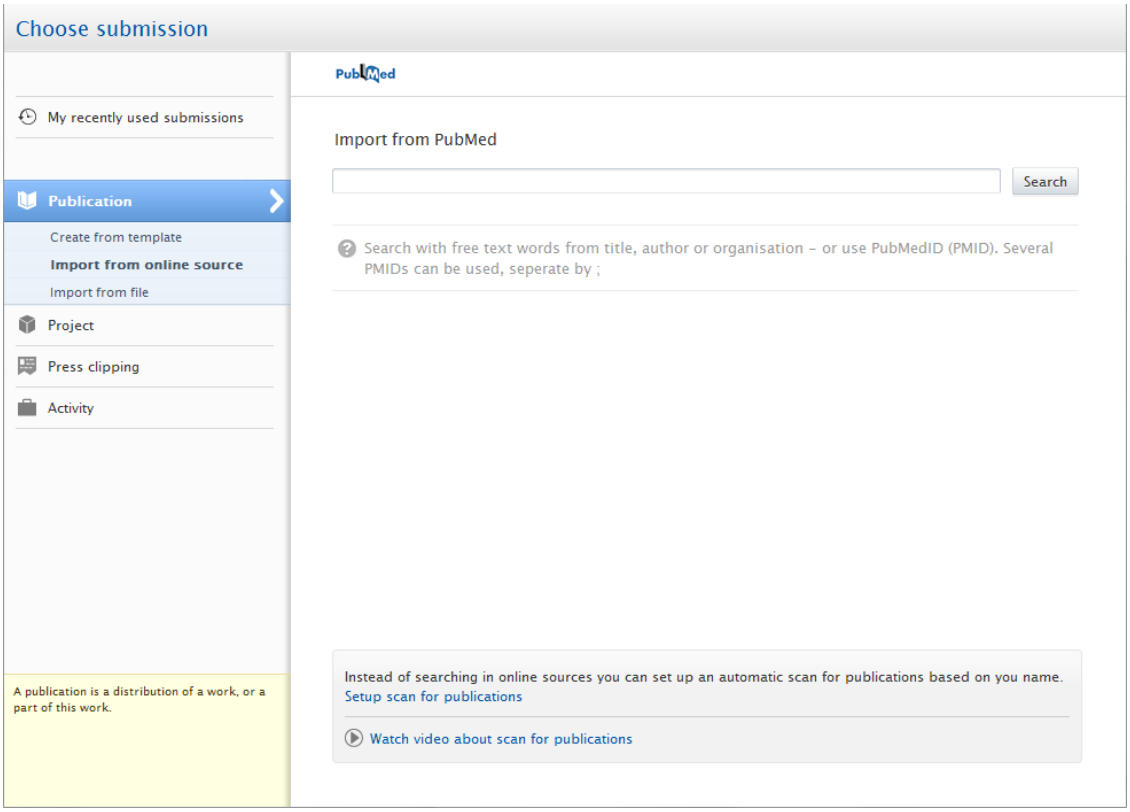

Choose submission
My recently used submissions
Publication
Create from template
Import from online source
Import from file
Project
Press clipping
Activity
A publication is a distribution of a work, or a part of this work.
PubMed
Import from PubMed
Search
Search with free text words from title, author or organisation – or use PubMedID (PMID). Several PMIDs can be used, seperate by ;
Instead of searching in online sources you can set up an automatic scan for publications based on you name.
Setup scan for publications
Watch video about scan for publications

Figure 52 An example of a search field, here for PubMed. Enter search terms in this field and press "Search".

Tip
Instead of searching in online sources manually, you can set up an automated search for Research output based on your name.

3. **Browse search results and import** - Research outputs that already has been imported from PubMed are highlighted and can not be imported. Search results of no relevance can be removed from the list by pressing the [X]. The searched for Research output can be imported in to Pure by clicking the [Import].

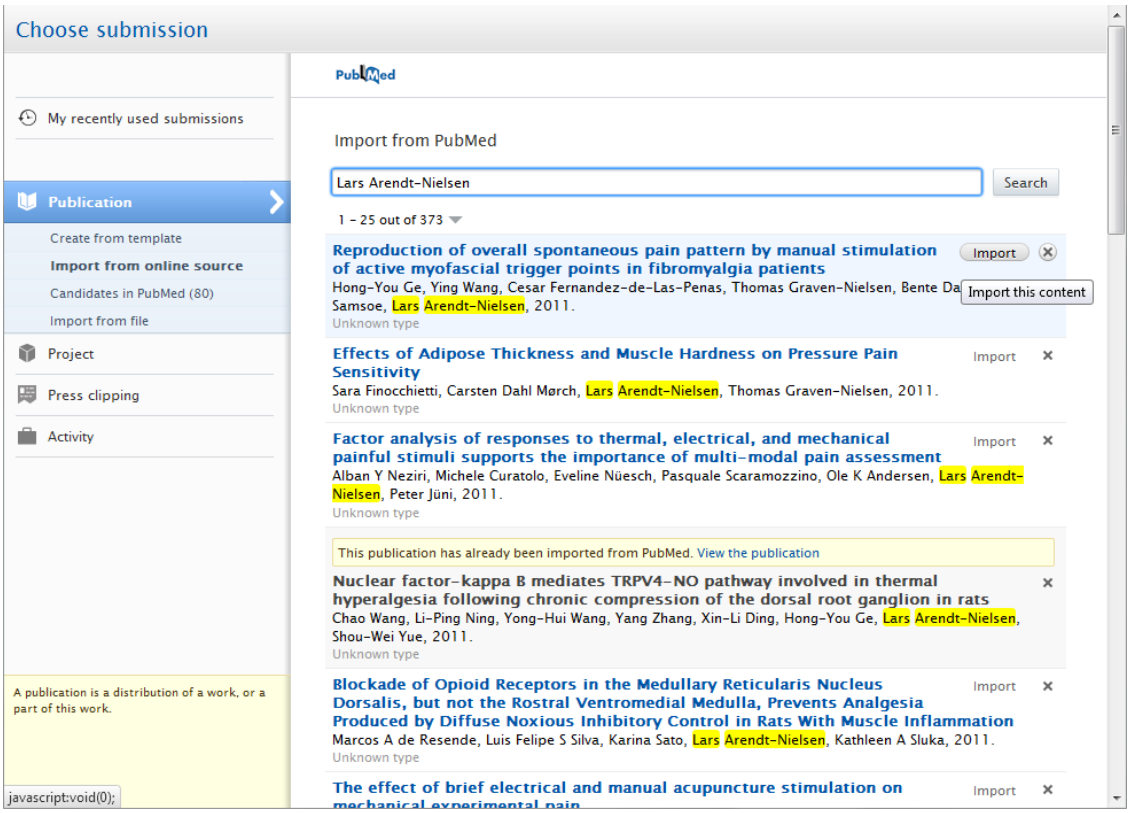

Choose submission
My recently used submissions
Publication
Create from template
Import from online source
Candidates in PubMed (80)
Import from file
Project
Press clipping
Activity
A publication is a distribution of a work, or a part of this work.
javascript:void(0);
PubMed
Import from PubMed
Lars Arendt-Nielsen
Search
1 - 25 out of 373
Reproduction of overall spontaneous pain pattern by manual stimulation of active myofascial trigger points in fibromyalgia patients
Hong-You Ge, Ying Wang, Cesar Fernandez-de-Las-Penas, Thomas Graven-Nielsen, Bente Da Samsoe, Lars Arendt-Nielsen, 2011.
Unknown type
Import
Import this content
Effects of Adipose Thickness and Muscle Hardness on Pressure Pain Sensitivity
Sara Finocchietti, Carsten Dahl Mørch, Lars Arendt-Nielsen, Thomas Graven-Nielsen, 2011.
Unknown type
Import
Factor analysis of responses to thermal, electrical, and mechanical painful stimuli supports the importance of multi-modal pain assessment
Alban Y Neziri, Michele Curatolo, Eveline Nüesch, Pasquale Scaramozzino, Ole K Andersen, Lars Arendt-Nielsen, Peter Jüni, 2011.
Unknown type
Import
This publication has already been imported from PubMed. View the publication
Nuclear factor-kappa B mediates TRPV4-NO pathway involved in thermal hyperalgesia following chronic compression of the dorsal root ganglion in rats
Chao Wang, Li-Ping Ning, Yong-Hui Wang, Yang Zhang, Xin-Li Ding, Hong-You Ge, Lars Arendt-Nielsen, Shou-Wei Yue, 2011.
Unknown type
Blockade of Opioid Receptors in the Medullary Reticularis Nucleus Dorsalis, but not the Rostral Ventromedial Medulla, Prevents Analgesia Produced by Diffuse Noxious Inhibitory Control in Rats With Muscle Inflammation
Marcos A de Resende, Luis Felipe S Silva, Karina Sato, Lars Arendt-Nielsen, Kathleen A Sluka, 2011.
Unknown type
Import
The effect of brief electrical and manual acupuncture stimulation on
Import

Figure 53 Search result for a search on an author name.

4. **Author and journal match** - To ensure that the content will be imported and related to the correct internal authors in Pure, a matching of the author names from the Research output will be done against the author database in Pure - the internal authors. If a match is found, a green "Match" is displayed. All (if more than one) possible matches is listed in a dropdown-box. If the proposed first listed author name isn't correct, expand the dropdown-box and select the correct from the list. From here you can also select the current author as "External author" in case a false match is made. If no matches are found, a red "No match" is shown. If the current Pure system has the External authors-module, the not matched authors will be created in this base.

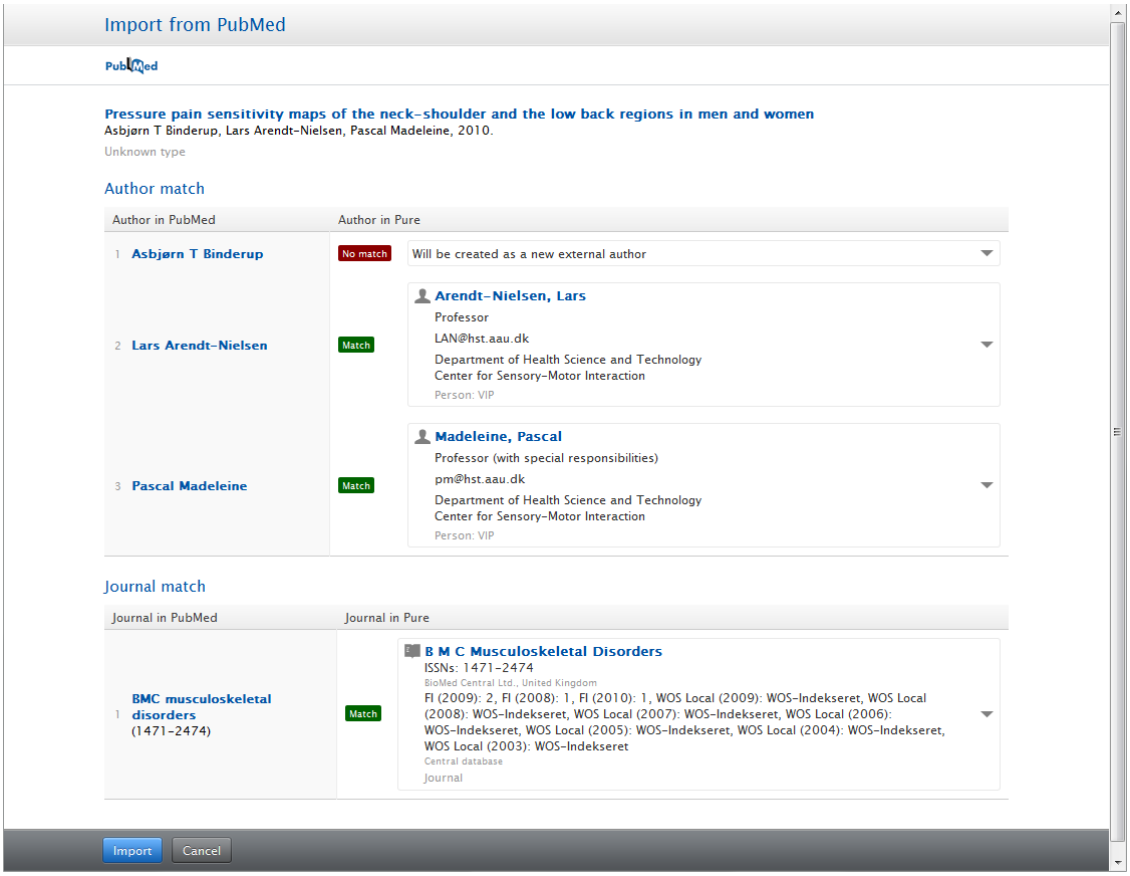

Import from PubMed
PubMed
Pressure pain sensitivity maps of the neck–shoulder and the low back regions in men and women
Asbjørn T Binderup, Lars Arendt-Nielsen, Pascal Madeleine, 2010.
Unknown type
Author match
Author in PubMed
Author in Pure
1 Asbjørn T Binderup
No match
Will be created as a new external author
Arendt-Nielsen, Lars
Professor
LAN@hst.aau.dk
Department of Health Science and Technology
Center for Sensory-Motor Interaction
Person: VIP
2 Lars Arendt-Nielsen
Match
Madeleine, Pascal
Professor (with special responsibilities)
pm@hst.aau.dk
Department of Health Science and Technology
Center for Sensory-Motor Interaction
Person: VIP
3 Pascal Madeleine
Match
Journal match
Journal in PubMed
Journal in Pure
1 BMC musculoskeletal disorders (1471-2474)
Match
B M C Musculoskeletal Disorders
ISSNs: 1471-2474
BioMed Central Ltd., United Kingdom
FI (2009): 2, FI (2008): 1, FI (2010): 1, WOS Local (2009): WOS-Indekseret, WOS Local (2008): WOS-Indekseret, WOS Local (2007): WOS-Indekseret, WOS Local (2006): WOS-Indekseret, WOS Local (2005): WOS-Indekseret, WOS Local (2004): WOS-Indekseret, WOS Local (2003): WOS-Indekseret
Central database
Journal
Import
Cancel

Figure 54 Author names from the publication are matched against author names in Pure to make sure the content is related to the correct authors.

Tip

By import of content with more than 25 authors, they are shown as summarised in the presentation of the publication being imported. It can be toggled to show all of them or only those matched. See illustration below:

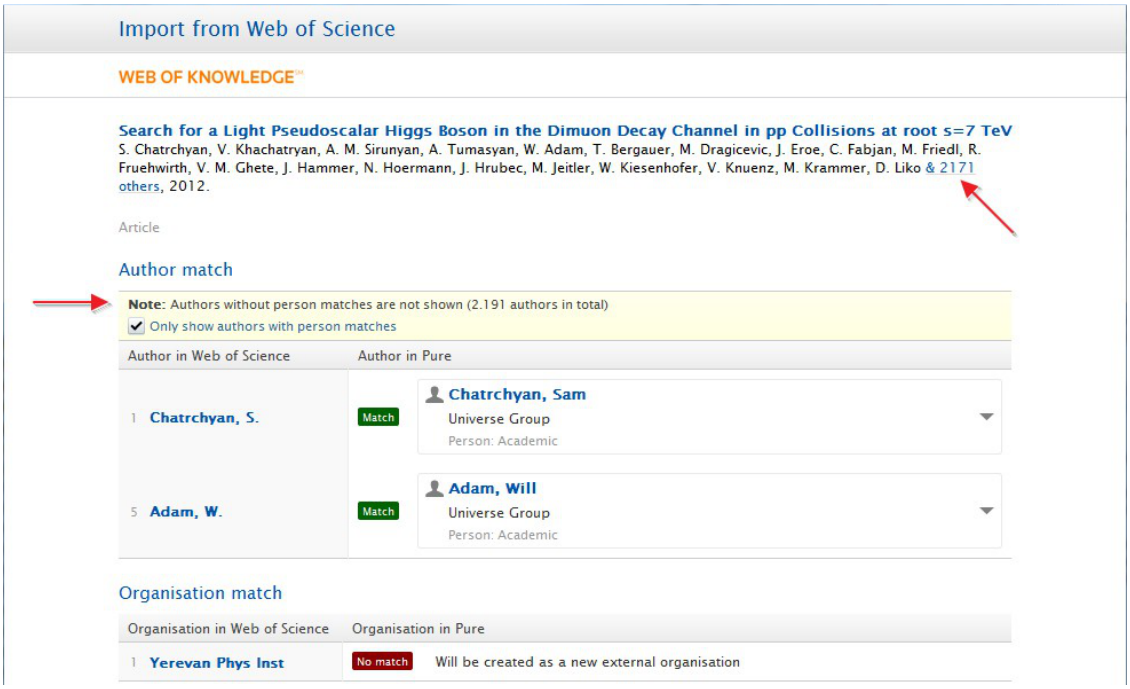

Import from Web of Science
WEB OF KNOWLEDGE
Search for a Light Pseudoscalar Higgs Boson in the Dimuon Decay Channel in pp Collisions at root s=7 TeV
S. Chatrchyan, V. Khachatryan, A. M. Sirunyan, A. Tumasyan, W. Adam, T. Bergauer, M. Dragicevic, J. Eroe, C. Fabjan, M. Friedl, R. Fruehwirth, V. M. Ghete, J. Hammer, N. Hoermann, J. Hrubec, M. Jeitler, W. Kiesenhofer, V. Knuenz, M. Krammer, D. Liko & 2171 others, 2012.
Article
Author match
Note: Authors without person matches are not shown (2.191 authors in total)
Only show authors with person matches
Author in Web of Science
Author in Pure
1 Chatrchyan, S.
Match
Chatrchyan, Sam
Universe Group
Person: Academic
5 Adam, W.
Match
Adam, Will
Universe Group
Person: Academic
Organisation match
Organisation in Web of Science
Organisation in Pure
1 Yerevan Phys Inst
No match
Will be created as a new external organisation

Figure 55 More than 25 authors on content. Toggle this to show/hide all/only matched authors.

Note
If an author match could not be found - and the author is supposed to be found in the author database, it is possible to replace the not-matched author inside the content template by clicking "Edit" next to the author.

1. The author matching procedure is also performed with the journal name. If the Journal does not exist in Pure, it will be imported into the journal master data. The Administrator of journals can then have to approve the new journal, though it can immediately also be attached to content by other users.

5. **Import content** - When the author and journal matches are done, press [Import]. The imported data is then placed in a template.
6. **Right template?** - Make sure that the content is placed in the correct template. Use the [Change template] found in the top right corner of the template, to select another type, if needed.
7. **Peer reviewed?** - When importing Research output from online sources the default setting for "peer review" follows this pattern:
   - When importing from Scopus, WoS and WoS lite: the default setting is set to peer reviewed (for all publication types where the peer review is present)
   - When importing from all other sources: the "peer review" setting is left empty
8. **Edit the publication** - The content should be looked through to check for accuracy and can be adjusted in case it should be necessary.
9. **Save and proceed** - Select the appropriate workflow-step and save the Research output. A new Research output can then be imported.

Related information

- Section 7.3.3 Task: Candidates in [Online source]

18.4.1 Search in arXiv.org

Guide to search in arXiv.org

arXiv is an open access database with full-text access and contains more than 820.000 e-prints. It covers the domains of physics, mathematics, computer science, quantitative biology, quantitative economy and statistics.

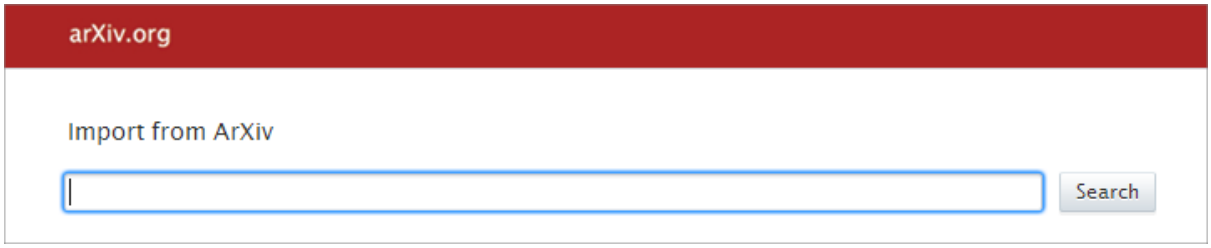


Figure 56 Search interface for arXiv.org

How to search

There are two approaches to searching in arXiv.org:

1. Search by Article-id
2. Search by author name, words from title/abstracy

Both approaches are described in table below:

Examples	Description
Search by Article-id	All arXiv submissions are assigned a unique identifier of the form yymm.nnnn (or arch-ive/yymmnnn for older submissions). yymm.nnnn; yy=year, mm=month, nnnn=unique ID e.g. 0706.0001, means 2007, July, article 1
Search by author name, words from title/abstract	Enter a number of keywords. This will find articles, if it is found in the title, abstract or author name. Multiple keywords can be added. In general try to use as specific keywords as possible to search with. Using to wide or general keywords may give a search result with (too) many hits.

Table 34 Description of search options for arXiv.org

18.4.2 Search in CrossRef

Guide to search in CrossRef

A system developed by publishers in 2000, to ease linking between references in full text documents in online scholarly literature, on the publishers' websites. CrossRef uses DOI to transmit link information.

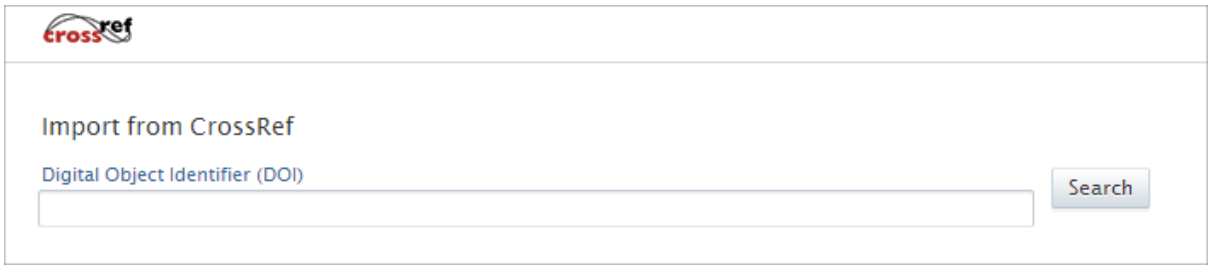


Figure 57 Search interface for CrossRef

How to search

Search for content by using a DOI (Digital Object Identifier).

Examples	Description
10.1000/182 10.1186/1741-7015-7-28	Searches in DOI

Table 35 Description of search options for CrossRef

18.4.3 Search in Embase

Guide to search in Embase.

Embase is a biomedical database with over 25 million indexed records and covers relevant and up-to-date biomedical research, from drugs and diseases from pre-clinical studies to critical toxicological information, in more than 7600 peer-reviewed journals, 2500 conferences and 300.000 conference abstracts.

Figure 58 Search interface for Embase

How to search

Search for articles by using one or more keywords.

Examples	Description
Title in Embase	In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.
Author names	Author names should be in the format `E. Johnson` or `Eric Johnson`. Multiple authors should be separated by commas.
Organisational unit affiliations	Add one or more organisational affiliation names. One name for each field.
Setting Publication year	If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range. If the publication year is known, then it can be added, e.g. (from) *2010* -> (to) *2010*. If no *to-year* is entered, the search will search from *from-year* and onwards. Equally, if no *from-year* is entered, the search will search up to *to-year*.

Table 36 Description of search options for Embase.

18.4.4 Search in JournalTOC

Guide to search in JournalTOC

JournalTOCs is a free collection of scholarly journals Tables of Contents (TOCs) from a more than 21.000 journals and 1600 publishers. Covers a wide range of subjects. References can be fetched from these TOCs.

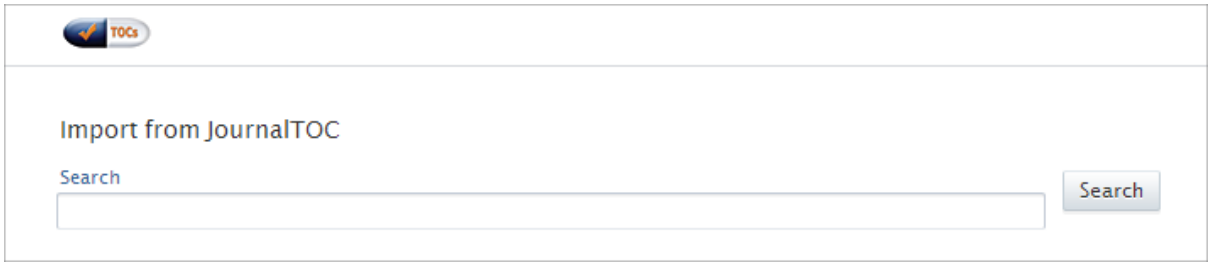


Figure 59 Search interface for JournalTOC

How to search

Search for articles by using one or more keywords.

Examples	Description
Search by keyword	This will find the keyword if it is found in the title, abstract or journal name. Multiple keywords can be added. In general try to use as specific keywords as possible to search with. Using to wide or general keywords may give a search result with (too) many hits.

Table 37 Description of search options for JournalTOC.

18.4.5 Search in Mendeley

Guide to search in Mendeley.

Mendeley is a free reference manager and academic social network that helps scientist organise their research, collaborate with others online, and discover the latest research. It holds more than 20 million records.

Figure 60 Search interface for Mendeley

How to search

Search for articles by using one or more keywords.

Examples	Description
Search by publication title	In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.
Search by publication id (UUID)	A Mendeley publication id has a unique identifier (UT) . This number points to a specific record in Mendeley and is therefor an excellent way of searching for content. An example: `67810`
Using Author's name	Add author name. Multiple names are possible, separate them by , (comma)
Year interval of publication time	If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range. If the publication year is known, then it can be added, e.g. (from) `2010` -> (to) `2010`. If no *to-year* is entered, the search will search from *from-year* and onwards. Equally, if no *from-year* is entered, the search will search up to *to-year*.

Table 38 Description of search options for Mendeley.

18.4.6 Search in PubMed

Guide to search in PubMed.

PubMed contains more than 19 million records from MEDLINE and from medical scientific journals, dating back from 1948. PubMed contains links to full-texts, either from other databases or the journals' publishers.

Note
Content must be "E-pub ahead of print", before imported into Pure.

Figure 61 Search interface for PubMed

How to search

Search with words from title, author or organisation - or use PubMedID (PMID). Several PMIDs can be used, separate by blank space or comma, e.g. PMID1 PMID2 or PMID1, PMID2.

A search string can also be used exactly as it would be used directly in PubMed. You can search on individual fields, which can be combined. For example: `poulsen c[Author] AND rna[Title]`, which searches for a specific author name combined with a title containing 'rna'.

Note

Please consult the PubMed official documentation for more information on building search strings: General search introduction

Examples	Description
Search by publication title	In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits. Use the [Title] after search terms to restrict to Title-field.
Search by author name(s)	Add a number of author names. PubMed accepts both first name and last name. Use [Author] after name to restrict to Name-field.
PMID (PubMed reference number)	A unique identifier for content in PubMed. This is the most secure way to ensure a 1-hit search result.

Table 39 Description of search options for PubMed.

18.4.7 Search in SAO/NASA Astrophysics Data System

Guide to search in SAO/NASA Astrophysics Data System

The SAO/NASA Astrophysics Data System (ADS) is a Digital Library portal for researchers in Astronomy and Physics, operated by the Smithsonian Astrophysical Observatory (SAO) under a NASA grant. The

ADS maintains three bibliographic databases containing more than 9.1 million records: Astronomy and Astrophysics, Physics, and arXiv e-prints

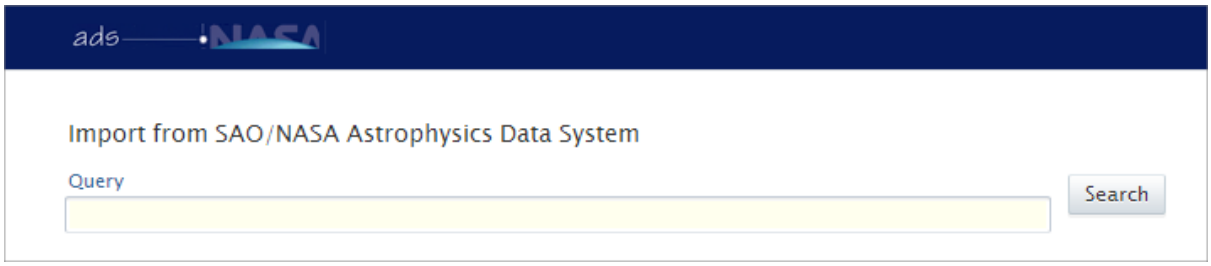


Figure 62 Search interface for SAO/NASA ADS

How to search

Search using a BibCode. An identifier used by astronomical systems for literature reference. It has a fixed length of 19 characters which has the form (See table below for details):

YYYYJJJJJVVVVMPPPPA

Bibcode	Description
YYYY	Year of publication
JJJJJ	A standard abbreviation for the journal (e.g. `ApJ`, `AJ`, `MNRAS`, `Sci`, `PASP`)
VVVV	The volume number (for a serial) or an abbreviation that specifies what type of publication it is, e.g.: • `conf` for conference proceedings • `meet` for Meeting proceedings • `book` for a book • `coll` for colloquium proceedings • `proc` for any other type of proceedings
M	Qualifier for publication: • E: Electronic Abstract (usually a counter, not a page number) • L: Letter • P: Ping page • Q-Z: Unduplicating character for identical codes
PPPP	Page number. Note that for page numbers greater than 9999, the page number is continued in the *m* column.
A	The first letter of the last name of the first author.

Table 40 Description of search options for SAO/NASA Astrophysics Data System.

Examples

1989ApJ...342L..71R corresponds to *Astrophysical Journal Letters volume 342, page. L71*

1992ApJ...400L...1W corresponds to *Astrophysical Journal Letters volume 400, page L1.*

Note
Periods (.) are used to fill unused fields and to pad fields out to their fixed length if too short; padding is done on the right for the publication code and on the left for the volume number and page number

18.4.8 Search in Scopus

Guide to search in Scopus

Scopus, an abstract and citation database, covers 21000 titles from more than 5,000 international publishers. It contains over 50 million records from peer-reviewed research literature in the scientific, technical, medical, social sciences, and arts and humanities fields.

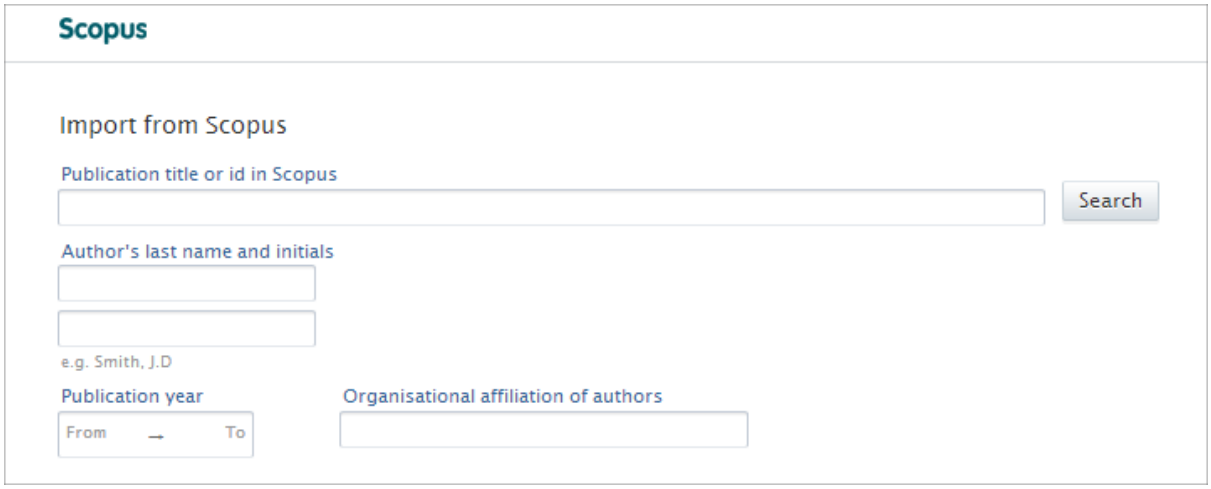


Figure 63 Search interface for Scopus

How to search

There are dedicated fields for title, author and organisation. They can be combined for more precise results.

Examples	Description
Search by publication title	In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.
Search by publication id	A Scopus publication id is a unique identifier. This number points to a specific record in Scopus and is therefor an excellent way of searching for content. An example: `0-67649846501`
Using Author's last name and initials	Some content in Scopus do not have a full author name attached to the record, but only the last name and initial(s) of the first name(s). Therefore an option here is to add an author name this way, e.g. `Smith J`. Multiple author names can be given, as a new author field becomes available for name added.
Setting Publication year	If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range. If the publication year is known, then it can be added, e.g. (from) `2010` -> (to) `2010`.

Examples	Description
	If no *to-year* is entered, the search will search from *from-year* and onwards. Equally, if no *from-year* is entered, the search will search up to *to-year*.
Setting Organisation name in Scopus	**Note** Requires expert knowledge If the organisation name is known it can be an option to search using this. However, it is required that the searcher is aware of how the organisation name is indexed in Scopus. The same organisation name may exist in various forms.

Table 41 Description of search options for Scopus.

18.4.9 Search in Web of Science

Guide to search in Web of Science

Web of Science cover a wide range of databases, which together holds more than 40 million records. The subject areas are primarily within the scope of natural sciences, though social sciences and arts and humanities also are covered, in a lesser scale.

Important
The version of Web of Science import requires Premium license. The number of fields fetched from WoS is greater, compared to the lite version.

Figure 64 Search interface for Web of Science

How to search

Enter publication title, id, last name and initials of first name, limit to year range, enter organisation name as it is indexed in WoS. These options can be combined in order to narrow down the search result. The table below provides more details on the different search options.

Examples	Description
Search by publication title	In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.

Examples	Description
Search by publication id	A Web of science publication id is a unique identifier (UT in Web of science records) and is usually a 16-digit id-number. This number points to a specific record in Web of Science and is therefor an excellent way of searching for content. An example: `000267810100001`. Multiple ids can be searched by separating them with a space or semicolon ;
Using Author's last name and initials	Much content in Web of Science do not have a full author name attached to the record, but only the last name and initial(s) of the first name(s). Therefore the only option here is to add an author name this way, e.g. *`Smith J`*. Multiple author names can be given, as a new author field becomes available for name added.
Setting Publication year	If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range. If the publication year is known, then it can be added, e.g. (from) *`2010`* -> (to) *`2010`*. If no *to-year* is entered, the search will search from *from-year* and onwards. Equally, if no *from-year* is entered, the search will search up to *to-year*.
Setting Organisation name in Web of Science	**Note** Requires expert knowledge If the organisation name is known it can be an option to search using this. However, it is required that the searcher is aware of how the organisation name is indexed in Web of Science. The same organisation name may exist in various forms, due to inconsistent indexing during the years. For example can a Department of Physics be indexed as DEPT PHYS or DPT PHYS and other forms. A University name can equally be indexed in various forms, e.g. Aalborg University can be indexed as UNIV AALBORG or AALBORG UNIV or ALBORG UNIV or AALBORG UNIV AAU and more.

Table 42 Description of search options for Web of Science.

18.4.10 Search in Web of Science (lite)

Guide to search in Web of Science (lite)

Web of Science cover a wide range of databases, which together holds more than 40 million records.
The subject areas are primarily within the scope of natural sciences, though social sciences and arts and humanities also are covered, in a lesser scale.

Important
The is the lite version of Web of Science import, and it contains only a limited number of fields and imported publications may not include these fields and may end up in the wrong PURE category!

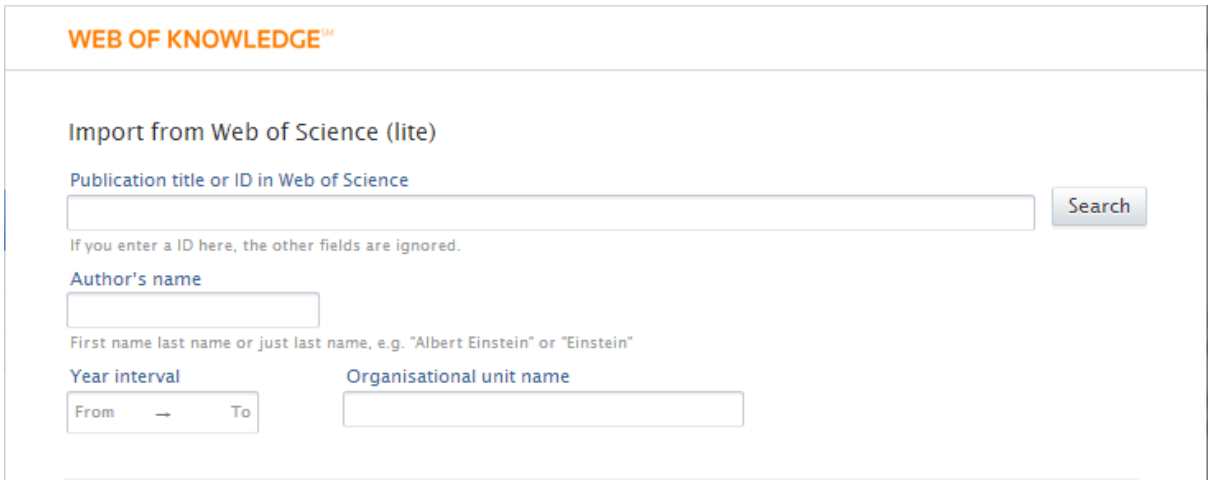

WEB OF KNOWLEDGE
Import from Web of Science (lite)
Publication title or ID in Web of Science
Search
If you enter a ID here, the other fields are ignored.
Author's name
First name last name or just last name, e.g. "Albert Einstein" or "Einstein"
Year interval
From
To
Organisational unit name

Figure 65 Search interface for Web of Science (lite)

How to search

Enter publication title, id, last name and initials of first name, limit to year range, enter organisation name as it is indexed in WoS. These options can be combined in order to narrow down the search result. The table below provides more details on the different search options.

Examples	Description
Search by publication title	In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.
Search by publication id	A Web of science publication id is a unique identifier (UT in Web of science records) and is usually a 16-digit id-number. This number points to a specific record in Web of Science and is therefor an excellent way of searching for content. An example: `000267810100001`. Multiple ids can be searched by separating them with a space or semicolon ;
Using Author's last name and initials	Much content in Web of Science do not have a full author name attached to the record, but only the last name and initial(s) of the first name(s). Therefore the only option here is to add an author name this way, e.g. *`Smith J`*. Multiple author names can be given, as a new author field becomes available for name added.
Setting Publication year	If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range. If the publication year is known, then it can be added, e.g. (from) *`2010`* -> (to) *`2010`*. If no *to-year* is entered, the search will search from *from-year* and onwards. Equally, if no *from-year* is entered, the search will search up to *to-year*.
Setting Organisation name in Web of Science	**Note** Requires expert knowledge

Examples	Description
	If the organisation name is known it can be an option to search using this. However, it is required that the searcher is aware of how the organisation name is indexed in Web of Science. The same organisation name may exist in various forms, due to inconsistent indexing during the years. For example can a Department of Physics be indexed as DEPT PHYS or DPT PHYS and other forms. A University name can equally be indexed in various forms, e.g. Aalborg University can be indexed as UNIV AALBORG or AALBORG UNIV or ALBORG UNIV or AALBORG UNIV AAU and more.

Table 43 Description of search options for Web of Science.

18.4.11 Search in WorldCat

Guide to search in WorldCat

Search within many libraries at once, in 1.5 billion records for a.o. books, music CDs, videos, article citations with links to full text. Also includes authoritative research materials and digital versions of rare items that aren't available to the public.

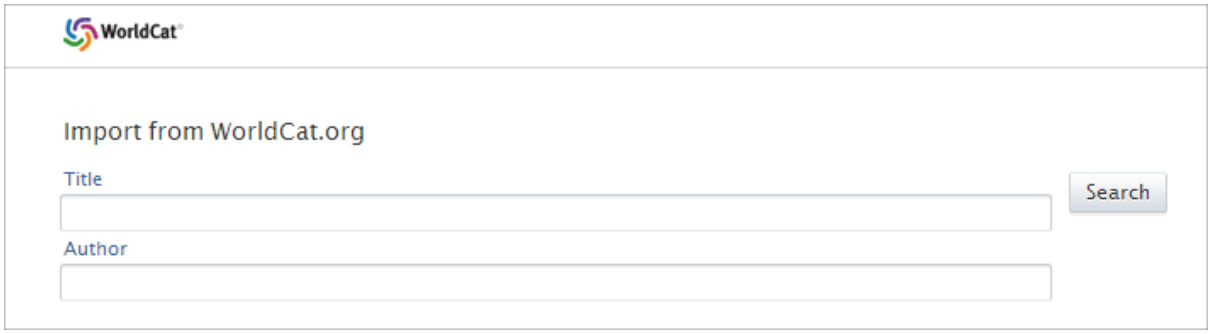


Figure 66 Search interface for WorldCat

How to search

Search for articles by using keywords from the title or author name. Or a combination of these.

Examples	Description
Search by title	In general try to use as specific keywords as possible to search with. Using to wide or general keywords may give a search result with (too) many hits.
Search by author name	Add first name and last name of the author. Multiple authors can be added.

Table 44 Description of search options for WorldCat.

19 Edit user profile

You can edit the user profile, which contains language settings and setup of notifications for e-mail, messages and tasks - and selection of trusted users and link to associated person profile.

Before you begin

Roles that can complete this task	Where to go to complete this task
• Personal users • Any user with at least one role	• **Click on [user name] in top of screen**

About this task

On your first login, you might have selected preferred language and e-mail settings. These settings can be changed from the user profile. Furthermore can you specify which messages you want to receive, at which frequency and which tasks you want to have displayed - and one or more users that you trust to take over your account if you, for example are away for a period of time. Finally, the user profile holds a shortcut to the associated person profile.

Procedure

1. **To edit the user profile,** click the [*User name*]-button, found next to the [Log out]-button

   This will open the user profile settings, in a dropdown-window.

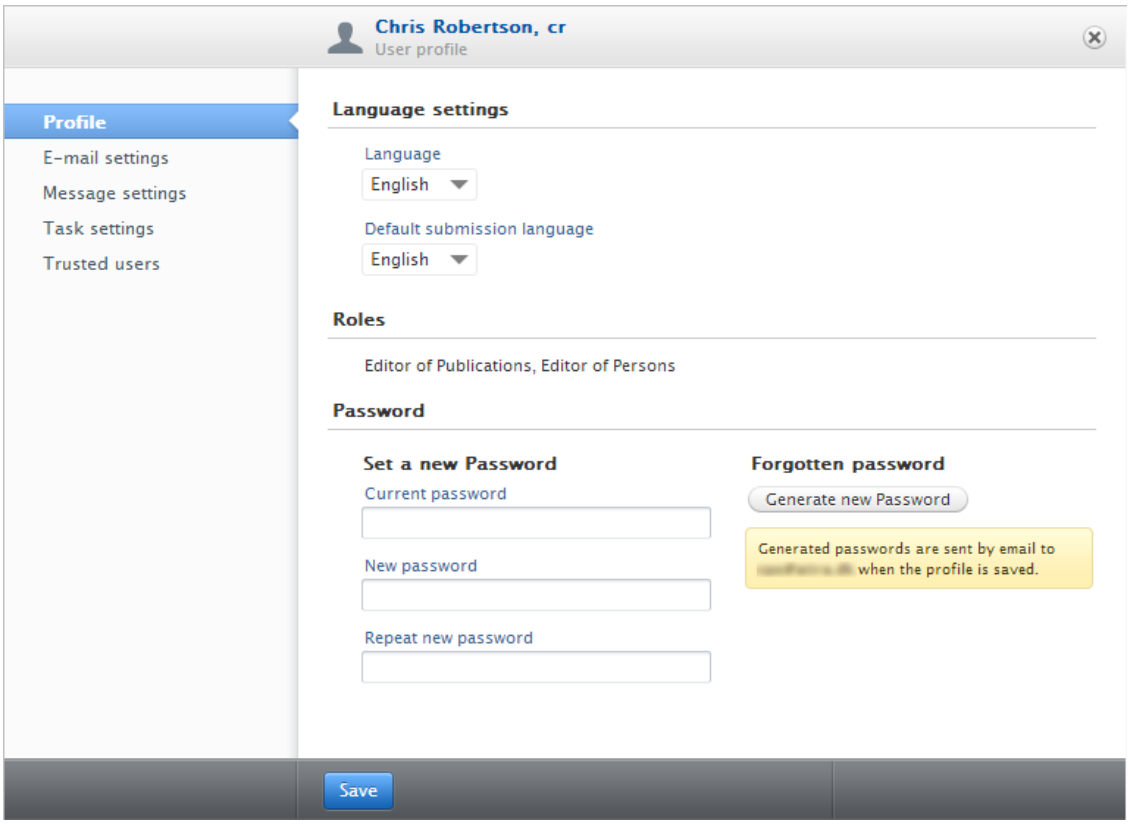


Figure 67 Window with user profile settings

2. **Profile** - All users can adjust language settings for the user interface and set the default submission language.

Language settings

Language settings	
Language	The language for the user interface can be changed, *if* your Pure supports multiple languages. The user interface covers all text available in menus, headers, templates etc.
Default submission language	Content can be submitted in a specific language, if multiple languages are supported. The preferred language can be selected here. Note, that the submission language setting not has any influence on the interface language.

Table 45 Language settings for all users.

More information on language in Section 7.2 Language settings.

Roles

A list of all roles you are assigned.

Associated person

Direct access to the person profile, where editing of your person profile (Personal details) can be done (If you are a personal user).

3. **E-mail settings** - Select which - and how often - you want to receive e-mails from Pure. Depending on which (if any) roles you are assigned, the number of types and different settings can vary.

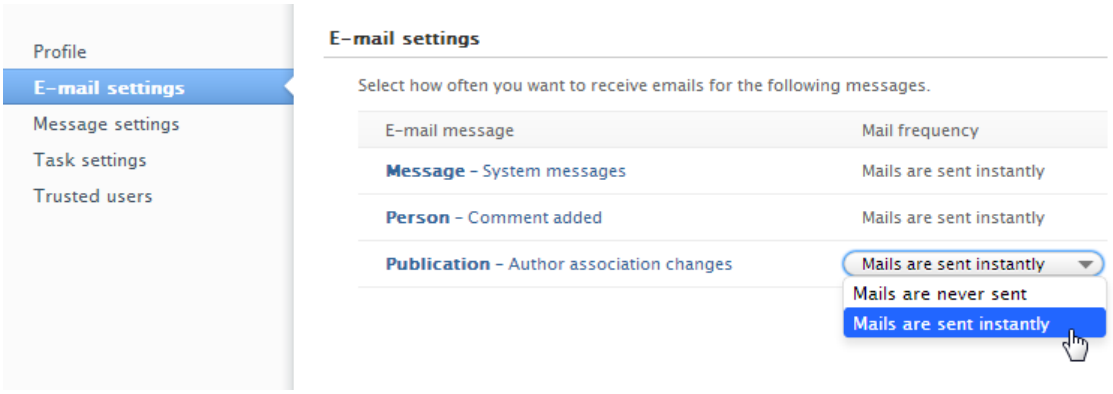


Figure 68 E-mail settings. Select which e-mails you want to receive.

If you select "Mails are never sent" you must log in to Pure to check new messages.

4. **Message settings** - Select which messages you want to receive.

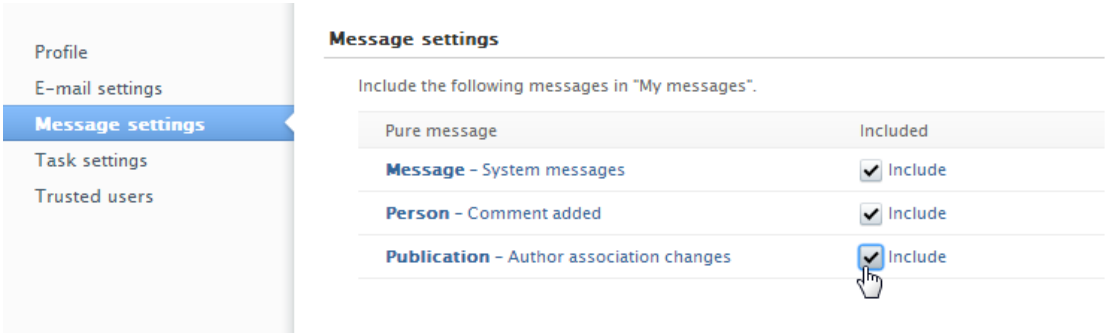


Figure 69 Message settings. Select which messages you want to receive.

Message settings	Description
Message - System messages	Messages sent from the administrators of Pure. These may also be seen at login to Pure.
Person - Comment added	When someone adds a comment to content you are related to.
Publication - Author association changes	Messages sent out if your relation to a Research output is changed, for example if you have claimed/disclaimed a Research output

Table 46 Message settings

If you de-select any of the messages, you will not receive them. This can be useful if you receive a type of message that does not concern you and/or your tasks.

5. **Task settings** - Select which tasks you want to show in the right hand side of the workspace. This means you can hide tasks that you not are directly responsible for, even though you have a role that normally would display these tasks.

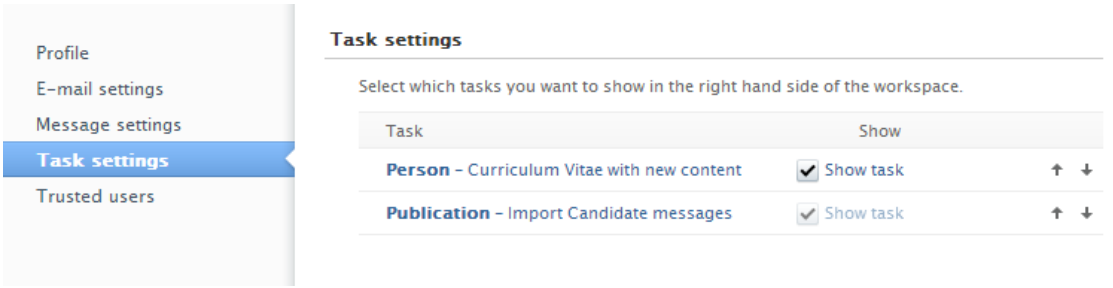


Figure 70 Task settings. Select which tasks you want to have present at "My personal tasks".

Task settings	Description
Person - Curriculum Vitae with new content	Task is available if new Research output can be added your your static CV. Open CVs and accept or reject content.
Publication - Import Candidate messages	When new candidates has been found, using the automated search feature, a new task emerges and allows you to explore and import the candidates. **Note**,

Task settings	Description
	requires that the automated search has been configured in your person profile.

Table 47 Task settings

If you de-select any of the tasks, you will not be able to see them at "My personal tasks". This can be useful if you receive a type of message that does not concern you and your tasks.

Note
Tasks that are dimmed, cannot be removed. Example is: Import Candidate messages.

6. **Trusted users** - Users, you trust, can act on your behalf by using your profile.

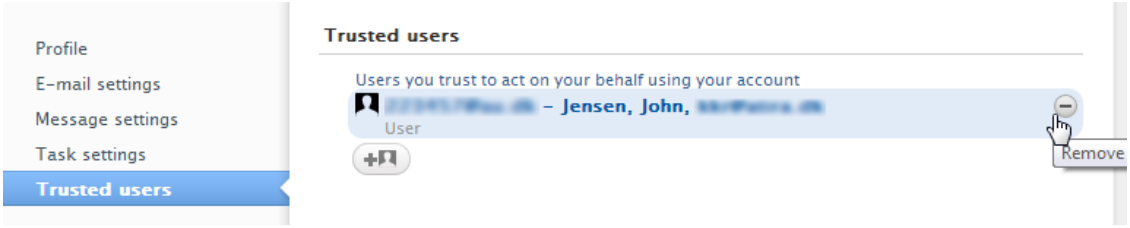


Figure 71 Trusted users. Any user that is allowed to take over your account while you are away. Remove user, using the "Remove"-icon.

This might be helpful, if you are away from work for a period of time. When this is the case, another user can be marked as Trusted user, and can take over the identity you, and perform your working tasks. Just remember that these users will get access and editing rights equally to yours, so they can see and edit all the content that you can. Any new tasks will automatically be redirected to the trusted users. **Remember**, when you return you should remove these users again

Press [Add user] - Search for the user, by start entering the name. This can be repeated. Press [Close] afterwards. The user's name should now be visible below the heading. If the user should be removed again, press the (-) button, to delete it.

Tip

You can easily reconfigure these settings by using the gear icon next to either your messages or tasks. The icon will be visible when hovering the mouse above the number of messages/tasks.

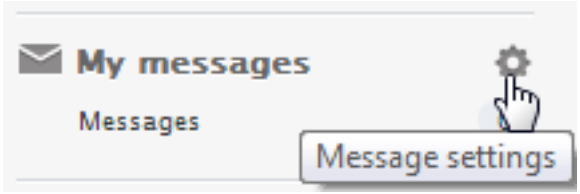


Figure 72 Shortcut to message settings.

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